

DEC STD 178-8 General Shipping Documentation and Container Labeling Requirements for Finished Goods Intended to be Shipped to Customers

DOCUMENT IDENTIFIER: A-DS-EL00178-08-0000 Rev B, 11-Apr-1991

ABSTRACT: This document provides the general content completion requirements and examples for container labels and the associated shipping documentation for finished goods intended to be shipped to customers.

APPLICABILITY: The general requirements of this standard are mandatory for all facilities that manufacture and/or ship finished goods. This applies to Digital manufactured products, third-party manufactured products, and all Customer Service products intended to be shipped to Customers as saleable and/or sourceable products or replacement parts and spares.

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for Finished Goods Intended to be Shipped to Customers**

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1 INTRODUCTION

This document provides the completion requirements and examples for container labels and the associated shipping documentation for finished goods intended to be shipped to Customers.

1.1 SCOPE

The general requirements of this standard are mandatory for all facilities that manufacture and/or ship finished goods. This applies to Digital manufactured products, third-party manufactured products, and all Customer Service products intended to be shipped to Customers as saleable and/or sourceable products or replacement parts and spares.

1.2 PLANT/SITE MANAGERS RESPONSIBILITIES

The plant/site manager is responsible to ensure that the requirements of this standard are met.

1.3 REMOVAL OF LABELS, MARKINGS, AND DOCUMENTATION

Any labels, markings, and documentation not applicable to the shipment must be removed before shipping. This includes containers that will be consolidated into a larger container(s) for shipment. It is strongly suggested that any internal labels, required for operational purposes, be designed with removable adhesives. When a removable adhesive-backed label is used, it shall be peeled back on itself (that is, it shall be pulled across and parallel to the surface as opposed to straight up and away), so as not to damage the container.

Labels and markings, for example, interplant date stickers, internal part number identification stickers, and so forth, should be covered and/or removed carefully by one of the following methods.

- a. Completely cover the old label or marking with a new label, as applicable. For example, place a Final/Customer Address Label over an Interplant Address Label before final shipment to the Customer.
- b. Completely cover the old label or marking with tape of the same color as the container. For example, place a piece of carton colored tape over interplant first-in-first-out (FIFO) date stickers. Paint is not an acceptable method of covering labels/markings.
- c. Remove the Transparent, Water-Resistant (adhesive-backed) Envelope; cut off the front portion of the envelope, leaving only the adhesive portion of the envelope affixed to the container.

1.4 HANDWRITTEN MARKINGS

Handwritten markings on any container are restricted to check marks only when needed to indicate the product variation.

For example:

LA100	-	AA	___
		BA	<u>X</u>
		CA	___

No other handwritten markings or alterations of preprinted markings are permitted on containers.

1.4.1 Handwritten Markings on Labels

Any facility generating labels as described below, is responsible to adhere to these specific completion requirements. All labels are computer generated or typed. No handwritten information shall be allowed on any labels except in the following areas:

- Interplant "Address" labels may have handwritten information.
- When a product model/part number identifier label is affixed to the carton to provide for multiple variations, the appropriate variation shall have a handwritten check mark placed in the space provided.

1.5 EXCEPTIONS

1.5.1 Customer-Specific Requirements

Customer-specific requirements are allowed *only* when documented through the Order Administration process. For example, Customer-specific requirements are provided in the special instructions field on the Quote, Acknowledgment, and Product Delivery Documents.

1.5.2 Waivers to Standard Requirements

Waivers to any portion of this standard must comply with *DEC STD 066-2 Waivers to Digital Design Standards*. This includes requests to add additional labels, documents, markings, or other types of literature to the shipping container and/or Customer Shipping Envelope. Waivers must be proposed to the DEC STD 178-8 Advisory Committee for approval.

2 FINAL SHIPPING REQUIREMENTS

The following prerequisites shall be followed for final shipment.

- a. Containers with preprinted markings must comply with *DEC STD 178-4 Shipping Container Marking Requirements for Finished Goods*.
- b. Labels or markings must be placed on clean, dry, and noncontaminated surfaces.
- c. Figure 1 represents examples of documentation when the part number Ordered and Shipped are identical (see line item 2.0) and nonidentical (see line item 1.0).

NOTE

A model number is defined by Order Transition Processing (OTP) as a part number. A model/part number refers to the saleable or sourceable option ordered by the Customers. For this standard, model and part number are the same. We are moving eventually, from model number to part number.

- d. Part, revision, and serial numbers listed on the Content Listing must match the part, revision, and serial number on the products, within the container. Part numbers and revision identification must be in accordance with *DEC STD 012-0 Part Identification Standard*. Serial numbers must be in accordance with *DEC STD 178-3 Digital Marking Requirements For Completed Products Intended to be Sold*.
- e. For shipping to U.S. Government agencies, refer to and comply with Digital's policies for manufacturing and selling products directly to U.S. government agencies.

NOTE

In the event of a conflict between DEC STD 178-8 and U.S. government requirements, government requirements will take precedence.

Figure 1: When the "Order" and "Shipped" Part Numbers are Identical/Not Identical


Content Listing

Date: 20 JULY 1990

DEC No. 900264990

Line Item	Model / Part No. Shipped:	Description	Serial No.	Rev.	Qty.
2.0	DELQA-SF	DELQA FOR BA200 BOX FIELD INS	AS01246721	E04	1
Length mm/in.: 406 / 16		Width mm/in.: 356 / 14	Height mm/in.: 102 / 4	Weight Kg/lb: 1.8 / 4	
List: 1 Of: 1					


Content Listing

Date: 20 JULY 1990

DEC No. 900264990

CONSOLIDATED CONTAINER					
Line Item	Model / Part No. Shipped:	Description	Serial No.	Rev.	Qty.
1.1	LK201-RE	USA KEYBOARD, NO PWR CORD	BO02315440	C01	1
1.3	VS42A-CW	SM KERNAL	AB028005A8	D01	1
1.4	VSXXX-AA	3 BUTTON MOUSE	BO02809019	A01	1
1.5	17-00606-15	POWER CORD	not serialized	B01	1
1.6	EK-265AA-IL	3100 INFORMATION KIT	not serialized	A01	1
Length mm/in.: 627 / 25		Width mm/in.: 510 / 20	Height mm/in.: 540 / 21	Weight Kg/lb: 21.8 / 48	
List: 1 Of: 1					


Content Listing

Date: 20 JULY 1990

DEC No. 900264990

Line Item	Model / Part No. Shipped:	Description	Serial No.	Rev.	Qty.
1.2	VR297-DA	16" CLR MONITOR NORTH HEMI	SY94303958	A01	1
Length mm/in.: 568 / 22		Width mm/in.: 528 / 21	Height mm/in.: 517 / 20	Weight Kg/lb: 30.9 / 68	
List: 1 Of: 1					


Product Delivery Document

Document Issue Date
23 JULY 1990

Digital Equipment Corporation
433 South Main St.
Hartford, CT 06110
for assistance call (203) 244-8100

Customer Order No.
999C05082140

Dec. No.
900264990

Product Delivery No.
IJ67240

Shipped To
 Attention: Sandra Adkins
 (203) 577-7782
 Bristol Babcock Corporation
 18223 Coventry Ave.
 Allenboro CT 06710

Invoiced To
 Attention: Sandra Adkins
 (203) 577-7782
 Bristol Babcock Corporation
 18223 Coventry Ave.
 Allenboro CT 06710

Line-Item	Model / Part No.		Description - Serial No.	Quantity		Exceptions
	Ordered	Shipped		Scheduled	Shipped	
1.0	PV012-CL	-	3100-30 12MB, VR297,VMS 120V	1	-	
			CONSISTS OF:			
1.1	-	LK201-RE	USA KEYBOARD, NO PWR CORD BO02315440	-	1	
1.2	-	VR297-DA	16" CLR MONITOR NORTH HEMI SY94303958	-	1	
1.3	-	VS42A-CW	SM KERNAL AB028005A8	-	1	
1.4	-	VSXXX-AA	3 BUTTON MOUSE BO02809019	-	1	
1.5	-	17-00606-15	POWER CORD not serialized	-	1	
1.6	-	EK-265AA-IL	3100 INFORMATION KIT not serialized	-	1	
2.0	DELQA-SF	DELQA-SF	DELQA FOR BA200 BOX FIELD INS AS01246721	1	1	
Total Number of Pieces 3			Special Instructions INSIDE DELIVERY			

EN-03606-03 0000

Page 1 OF 1

2.1 LABELS

The following labels must either remain on, or be affixed to, the shipping container. Labels should not cover any container graphics.

- Address Labels
- Bar Code Labels — Refer to *DEC STD 178-4 Shipping Container Marking Requirements for Finished Goods* for placement requirements
- Content Listing Labels
- Warning, Hazardous Material, Handling and Special Symbols
- International Information Symbol Label
- Transparent, Water-Resistant Adhesive Envelope
- Priority Shipment Label
- Customer Service Installation Label

3 ADDRESS LABELS

One Address Label is required per container. Refer to Figures 2 through 7 for examples of different kinds of address labels.

There are 3 types of address labels.

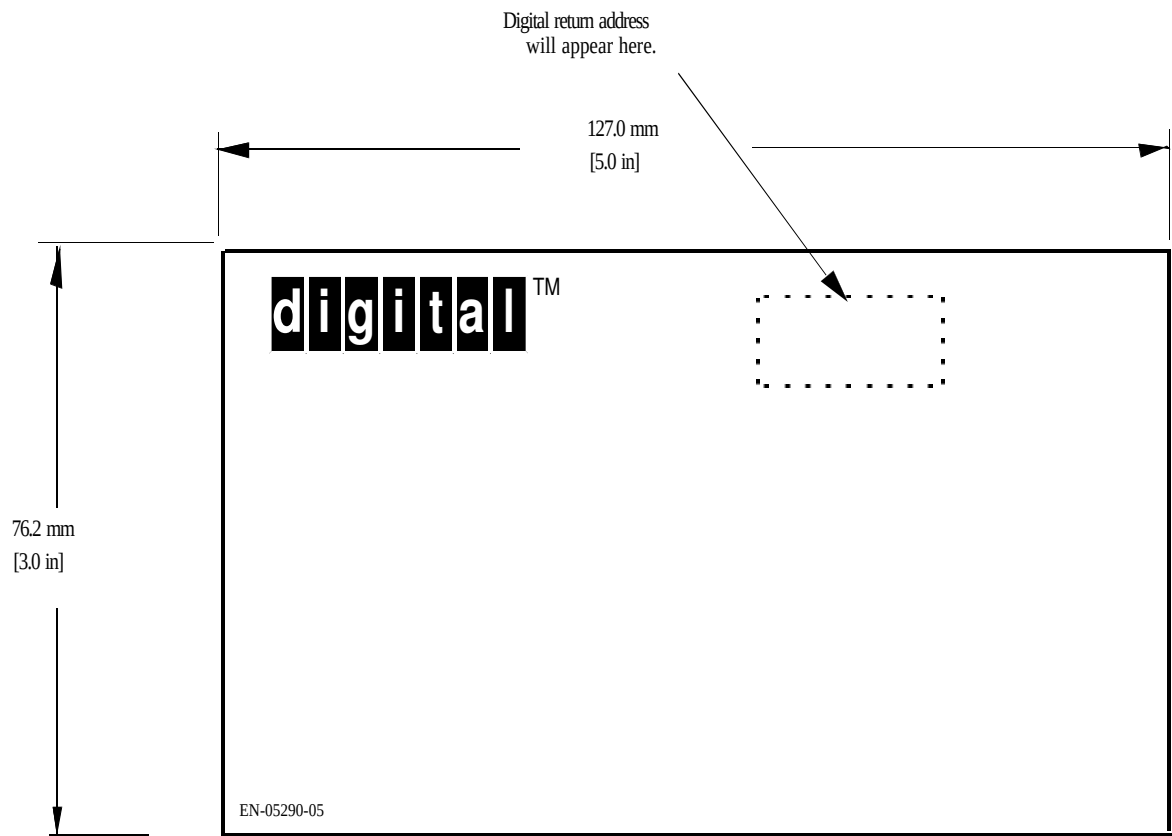
Final/Customer (Address) Label

Interplant Address Label - Point of Manufacture (POM)

Interplant Address Label - Stock Room to Stock Room

3.1 FINAL/CUSTOMER ADDRESS LABEL

The Final/Customer Address Label is used *only* when shipping directly to a Customer or a subsidiary. Refer to Figure 2 for an example.

Figure 2: Final/Customer Address Label**NOTE**

The Final/Customer Address Label may be preprinted.

3.1.1 Final/Customer Completion Requirements

To complete a Final/Customer Address Label, the requirements are as shown on Figure 3. The numbers shown below match the numbers on Figure 3.

1. "Shipped To": The Customer's name and delivery address. The following information should be printed as it pertains to the address.

NOTE

The address of the ultimate destination must be printed for all direct foreign shipments which bypass the subsidiary as the final distribution point.

U.S./GIA FORMAT AND EXAMPLE:

(These addresses will come from the Customer Master File (CMF) System.)

In the examples, the address fields marked with an asterisk (*) are required.

FORMAT	EXAMPLE
Attention to Name*	Attn: Sandra Adkins
Attention to Phone number*	(203) 577-7782
Customer/Department Name*	Bristol Babcock Corp.
Building, Floor, Office	
Street Number*, Name*	18223 Coventry Ave
City*, State*, Postal Code*	Allenboro, CT 06710
Country	

EUROPEAN AREA FORMAT AND EXAMPLE:

FORMAT	EXAMPLE
Attention to Name*	Attn: Shipping/Receiving Mgr
Attention to Phone Number*	[44]-(1)-8558888
Customer/Department Name*	Western Computer Co Ltd
Building, Floor, Office	Peyton House, Flat 6
Street Number*, Name*	235 Commercial Road
Postal Town*, Postal Code*	Croydon CR84GA
County/Postal Area, Country*	United Kingdom

2. "Customer Order No.": The Purchase Order Number, Government Delivery Number, or government order type.
3. "DEC No.": The order number assigned by Digital, commonly known within Digital as the DEC number.
4. "Product Delivery No.": A number that uniquely identifies this delivery transaction.
5. "Bill of Lading No.": A unique number that corresponds to the shipment. It is located on the original Bill of Lading form for the specific order. Refer to Figure 29 for an example. The Software Supply Business Single Container and Automatic Distribution/Customer Update (ADCU) Ship-To Address Label are exempt from providing the Bill of Lading Number for all shipping containers.

6. "Carrier": The original carrier name for the specific order.
7. "Piece (A) of (B) ": The container in a delivery is assigned a piece number. The number appearing in space "A" is the sequential number assigned to the container. The number in space "B" is the total number of free standing containers in the delivery and must match the "Total No. of Pieces" on the Bill of Lading form for the specific order.

Figure 3: Completed Final/Customer Address Label

digital ™					
Shipped To: ①					
Attn: Sandra Adkins					
(203) 577-7782					
Bristol Babcock Corporation					
18223 Coventry Ave.					
Allenboro CT. 06710					
Customer Order No:	999C05082140	②	Bill of Lading No:	145885	⑤
DEC No:	900264990	③	Carrier:	Godham Express	⑥
Product Delivery No:	B67240	④	Piece:	1 oi 10 (Total)	⑦

EN-05290-05

3.2 INTERPLANT ADDRESS LABEL

The Interplant Address Label is used when shipping to another Digital facility, such as Manufacturing, Distribution, General International Area (GIA) Distribution Operations, and/or Crating facilities. Refer to Figures 4 and 5 for examples. Refer to Figure 6 for an example of a Stockroom to Stockroom Shipment, and to Figure 7 for an example of DEC Number Shipments.

Figure 4: Interplant Address Label - Preprinted

3 letter Digital site code
will appear here

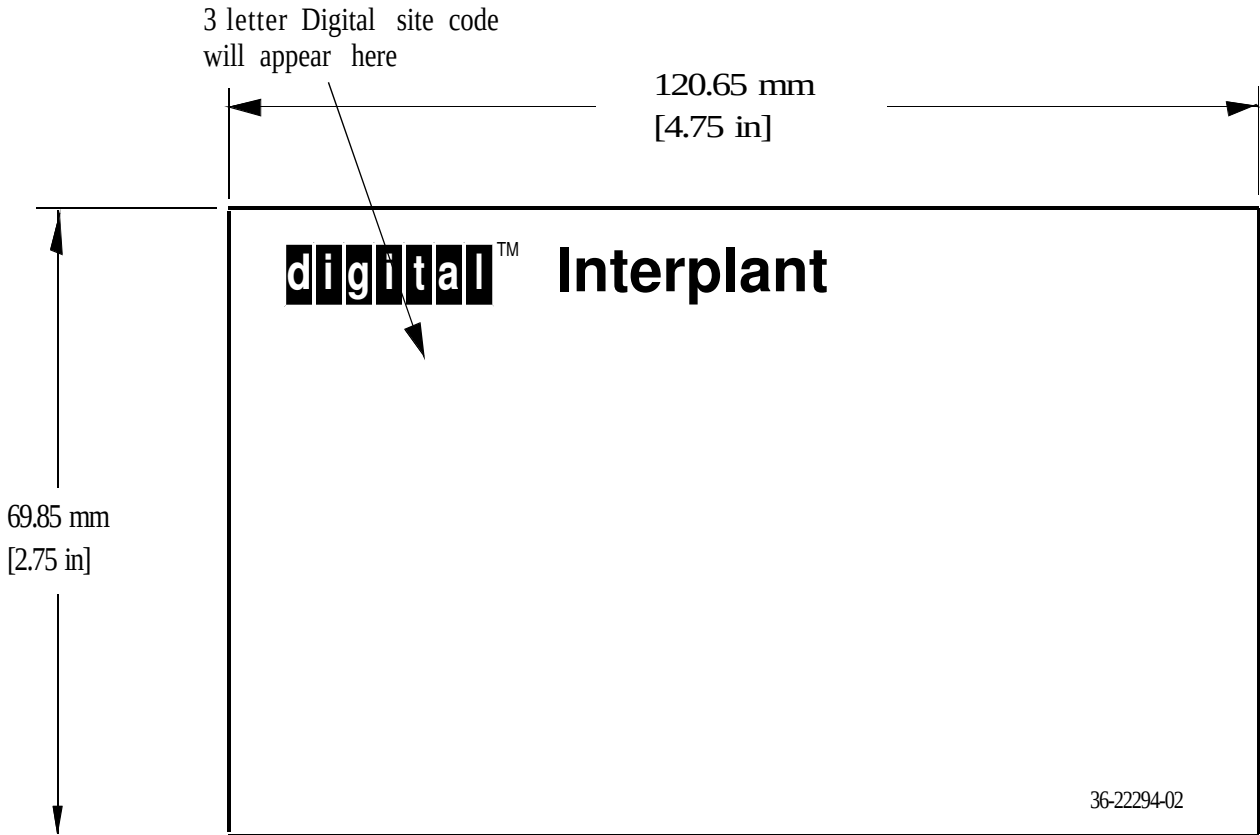
120.65 mm
[4.75 in]

69.85 mm
[2.75 in]

digital ™ Interplant		
Ship to:		
Stockroom No.	Attention	
From	Stockroom No.	Transfer Sheet No.
DEC No.	Control No.	No. Pieces
		Of
36-22294-01		

NOTE

Remote distribution centers may use the Final/Customer Address Label for interplant shipments to consolidation centers.

Figure 5: Interplant Address Label - Blank

3.3 STOCKROOM TO STOCKROOM INTERPLANT LABEL REQUIREMENTS

For Stockroom to Stockroom shipments the following information must be available. This information is not applicable for Customer shipments. Refer to Figure 6 for an example.

1. "Ship-To": The destination address where the material is to be shipped and the correct shipping address in full, or valid site code.
2. "Stockroom No.": A valid stockroom number for the receiving facility.
3. "Attention": The name of the appropriate contact person at the receiving stockroom facility.
4. "From": A valid site code.
5. "Stockroom No.": The stockroom number of the shipping facility.
6. "Transfer Sheet No.": The page number found at the top of the "Stockroom Interplant Material Issue" form used to process transactions between stockrooms. This page number corresponds with all materials listed on the form.

7. "DEC No.": The nine character order number assigned by Digital, commonly known as the DEC number.
8. "Control No.": The delivery transaction number. In the case of POM shipments, this number is the same as the product delivery number.
9. "Piece (A) of (B) ": The container in a delivery is assigned a piece number. The number appearing in space "A" is the sequential number assigned to the container. The number in space "B" is the total number of pieces in the delivery and must match the "Total No. of Pieces" on the transfer sheet form.

Figure 6: Stockroom to Stockroom Interplant Label

digital™ Interplant SOURCE SITE ASO		
Ship to: ① DOO (Contoocook, NH)		
Stockroom No. ② 735	Attention ③	
From ④ ASO	Stockroom No. ⑤ 834	Transfer Sheet No. ⑥ 2934588
DEC No. ⑦	Control No. ⑧	No. Pieces ⑨
1 Of 3 36-22294-01		

3.4 INTERPLANT DEC NUMBER LABEL REQUIREMENTS FOR CONSOLIDATION

For DEC number shipments, the following information must be available. Refer to Figure 7 for an example.

1. "Ship-To": The destination address where the material is to be shipped and the correct shipping address in full, or valid site code.
2. "DEC No.": The nine character order number assigned by Digital, commonly known as the DEC number.
3. "Control No.": The delivery transaction number. In the case of POM shipments, this number is the same as the product delivery number or unique customer shipment identifier.
4. "Piece (A) of (B)": The container in a delivery is assigned a piece number. The number appearing in space "A" is the sequential number assigned to the container. The number in space "B" is the total number of pieces in the delivery and must match the "Total No. of Pieces" on the transfer sheet form.

Figure 7: Interplant Label for Consolidation

digital ™ Interplant	
SOURCE SITE DOO	
Ship To: ①	WMO (POM Consolidation) Digital Drive Westminster, MA 01473
DEC No.: ②	900264990
Control No.: ③	IJ67240
④ Piece: 1 of 3	
36-22294-02	

4 BAR CODE LABELS

Refer to and comply with *DEC STD 047-0 Bar Code Symbology Criteria* and *DEC STD 047-1 Bar Code: Product and Shipping Carton/Container Labelling* for information and samples of bar code labels. Bar Code labels shall be applied to the shipping container in the location(s) specified in DEC STD 178-4.

5 CONTENT LISTING FORM/LABEL

The Content Listing is a two-part, two-colored form (the last copy is a label). The Content Listing Label is affixed per container indicating all loose items, whether bag, box, or product, and preinstalled line items (or sub-line-item components) specifically ordered and/or sourced.

The Content Listing shows the content of each individual container, by line item number as ordered by the Order Administration System using Digital Product Model Designations or Digital Part Numbers. The short Digital Standard Pricing System (DSPS) description should be used, when available. The Content Listing must also show the specific DEC No. of the order. Therefore, Content Listings should not be applied to containers that are going to Stock. Content Listings must be applied when the DEC No. is known.

The requirements for different types of shipments and container contents will affect the completion requirements of the Content Listing Label. Refer to the appropriate section of this document for Content Listing Label Completion Requirements of the following.

- Single Option/System Product Containers
- Complex System Containers
- Loose Piece Boxes
- Software (Bill of Material)
- Software Supply Business Containers
 - Software Single Unit Kit
 - Software Consolidated Containers/Crates

The Content Listing is not intended to be used to list piece parts and/or subassemblies assembled into a free-standing product. This is provided by Product Manufacturing Bill of Materials (BOMs). This information is retained by the point of manufacture to meet traceability requirements as specified in *DEC STD 131-0 Traceability Policy* and *DEC STD 101-0 Manufacturing Operations Plan for Assembly, Inspection, and Test: Policy and Requirements*. Subassemblies specifically ordered and/or listed on the Product Delivery Document must be identified on the Content Listing.

When Content Listings are required to be applied to containers, the size of the form chosen should correspond to the size of the container. The Content Listing Label must never be larger than the container side or panel to which it is applied. The model/part number on the container (and serial number when applicable) must be the same as the model/part number on the Product Delivery Document.

If there is one or more physical product contained whose model/part number and/or serial number do not match the bar code label and Product Delivery Document, then documentation must be provided within the container or a Content Listing must be attached to the outside of the container. If there is more than one serialized product loose

within the container, then the bar code label must reflect a tracking number versus one of the multiple serial numbers enclosed.

The Content Listing Form/Label should be distributed as follows.

1. The "Customer Envelope" (pink) copy must be shipped with the product to a distribution facility (when applicable) or directly to a Customer.
2. The label (white) must be affixed to the shipping container.

Figures 8 and 9 represent the different sizes of the Content Listing Forms.

Figure 8: Content Listing Form

digital

DEC No.

Content Listing

Date:

Line Item	Model / Part No. Shipped:	Description	Serial No.	Rev.	Qty.

Length
mm/in.:

Width
mm/in.:

Height
mm/in.:

Weight
Kg/lb:

List: Of:

X

Y

	Part Number	X	Y
Small	EN03573-03	217mm / 8.50in.	92.9mm / 3.63in.
Medium	EN03562-03	217mm / 8.50in.	140mm / 5.50in.
Large	EN03559-03	217mm / 8.50in.	217mm / 8.50in.

Note: These forms are at Revision D

Figure 9: Content Listing/Bar Code Label

The diagram illustrates the layout and dimensions of the DEC Content Listing label. The label is rectangular with a white background and black text and borders. The overall dimensions are 127.0 mm (5.0 in) in height and 82.55 mm (3.25 in) in width.

The label content includes:

- Header:** The word "digital" in a stylized font, followed by "Content Listing".
- Form Fields:**
 - DEC No. (with a space for a handwritten number)
 - Date: (with a space for a handwritten date)
- Table:** A table with 5 columns: Line item, Model/Part No. Shipped, Serial No., Rev., and Qty. The table has 10 rows in total, including a header row and a row for unit specifications.
- Table Headers:**
 - Line item
 - Model/Part No. Shipped
 - Serial No.
 - Rev.
 - Qty.
- Table Body:**
 - Row 2: (Empty)
 - Row 3: (Empty)
 - Row 4: (Empty)
 - Row 5: (Empty)
 - Row 6: (Empty)
 - Row 7: (Empty)
 - Row 8: (Empty)
 - Row 9: (Empty)
 - Row 10: (Empty)
- Table Headers (Bottom Row):**
 - Length (mm)/in
 - Width (mm)/in
 - Height (mm)/in
 - Weight kg / lb
- Table Body (Bottom Row):**
 - (Empty)
 - (Empty)
 - (Empty)
 - (Empty)
- Footer:** LIST Of (with a space for a handwritten list item)

Dimensions and Perforation:

- Overall Height:** 127.0 mm [5.0 in]
- Overall Width:** 82.55 mm [3.25 in]
- Perforation:** A dashed line indicates a perforation across the entire width of the label, located 31.75 mm [1.25 in] from the bottom edge.
- Label Height (excluding perforation):** 38.1 mm [1.5 in]

Part Number: 36-26391-01

NOTE

This Content Listing/Bar Code Label is restricted for use on one cubic foot or smaller container.

5.1 CONTENT LISTING COMPLETION REQUIREMENTS

To complete a Content Listing, the requirements are as follows. Refer to Figures 10 through 13 for examples. The numbers on the figures match the referenced numbers in these requirements.

1. "Date": The day, the month, and the year in the following format.
Format: dd month yyyy
Example: 13 February 1989
2. "DEC No": The assigned DEC number for a specific "Build-to-Order" order, as defined, by the Order Administration System.
3. "Heading": A blank space.
If there are preinstalled options, the upper level option model/part identifier should be printed in capital letters and followed by the words "WITH PREINSTALLED OPTIONS."
4. "Line Item": The line item number should be listed here. This is the line item number as ordered by the Order Administration System.
5. "Model/Part No. Shipped": The model/part number specified as "Shipped" on the Product Delivery Document.

If a model/part number is preinstalled, then the model/part number shall be followed by one (1) blank print position and an asterisk (*).

6. "Description": The model/part's short description is listed on the first print line, adjacent to the model/part listed in the "Model/Part No. Shipped" column.
 - a. When a model/part number is identified in the "Model/Part No. Shipped" column with an asterisk (*), then print the message "Preinstalled in Line Number XXX" in capital letters in the "Description" column. The actual model/part number short description should be printed, on the next line, after the above message.
 - b. If there is a loose piece box, print on the next line in capital letters, "WITH ACCESSORIES BOX".

NOTE

The description of the saleable or sourceable item should match the DSPS short description, when available.

7. "Serial No": The associated serial number should be listed adjacent to each part number listed in the "Description". Refer to *DEC STD 178-3 Digital Marking Requirements for Completed Products Intended To Be Sold*. If a part number is not under serial number control, print the message "not serialized" in lower case letters.

NOTE

Do not print tracking numbers, lot numbers, or date codes in the Serial No. column.

8. "Rev.": The revision level per *DEC STD 068-0 Policy for Documentation of Revision Levels of Units and Combinations of Units*, for each part number. If the products are not currently under revision control print the "no rev" in lower case letters.
9. "Qty": Print the quantity of each line item part.

10. "Length": The outside container dimension in millimeters/inches. Refer to *DEC STD 015-0 Abbreviations and Units of Measurement*.
11. "Width": The outside container dimension in millimeters/inches. Refer to DEC STD 015-0.
12. "Height": The outside container dimension in millimeters/inches. Refer to DEC STD 015-0.
13. "Weight": The filled container weight in kilograms/lbs. Refer to DEC STD 015-0.
14. "List (A) of (B)": The box in the bottom right hand corner must be completed. The number appearing in space "A" is the sequential number assigned to the label. The number in space "B" is the total number of labels created for a single container.

Figure 10: Container with No Preinstalled Options

digital		Content Listing		Date: 20 JULY 1990	
DEC No. 900264990					
Line Item	Model / Part No. Shipped:	Description	Serial No.	Rev.	Qty.
1.2	VR297-DA	16" CLR MONITOR NORTH HEMI	SY94303958	A01	1
Length mm/in.: 559/22		Width mm/in.: 533/21	Height mm/in.: 508 / 20	Weight Kg/lb: 30.9 / 68	
List: 1 Of: 1					

Figure 11: Container with Preinstalled Options

digital		Content Listing		Date: 20 JULY 1990	
DEC No. 900264990					
Line Item	Model / Part No. Shipped:	Description	Serial No.	Rev.	Qty.
1.1	630QZ-A2	MVII SBB:IMB / FP BA23R 120V	WF92012159	A01	1
2.1	MS630-BB	PREINSTALLED IN LINE ITEM 1.1 456MB EXPANSION MEMORY	ZG01189118	A01	1
Length mm/in.: 559 / 22		Width mm/in.: 533 / 21	Height mm/in.: 508 / 20	Weight Kg/lb.: 30.9 / 68	
List: 1 Of: 1					

5.2 CONTENT LISTING FOR SYSTEM ACCESSORIES BOXES

System accessory boxes consist of loose piece parts for different model/part numbers that are listed separately on the Content Listing and shipped together in a system container.

The pink copy of the Content Listing form is placed inside the container, and the label is placed on the outside of the container.

5.2.1 System Accessories Boxes Completion Requirements

To complete a Content Listing Form for Accessories Boxes the requirements are as follows. Refer to Figure 12 as an example. The call out numbers on the figures match the referenced numbers in the requirements.

1. "Date": The day, month, and year in the following format.
Format: dd month yyyy
Example: 13 February 1989
2. "DEC No.": The assigned number for a specific "Build-to-Order" when the accessory carton is shipped separately.
3. "Heading": The upper option model/part number should be printed and followed by the words "ACCESSORIES BOX" in capital letters and the words "USED WITH" should then be printed followed by the upper option model/part serial number that is associated with loose piece box. (For example, "VAX 860CC-AE ACCESSORIES BOX USED WITH SERIAL NUMBER BT70245678".)
4. "Line Item": The upper option model/part number that the loose piece box accompanies may be left blank.

5. "Model/Part No. Shipped": should be left blank.
6. "Description": The first print line should include the words "Accessories for (Model/Part No.)" in capital letters.

All loose items within the container should be listed in the description column. Only one part number shall be printed per print line.

7. "Serial No.": Lists associated serial number, adjacent to each part number listed in the "Description" column. If a part number is not under serial number control, then the following message shall print, in lower case letters.

"not serialized"

8. "Rev": Lists associated revision levels adjacent to each part number listed in the "Description" column. Products that are not currently under revision control prints the following message in the revision field in lower case letters:

"no rev"

9. "Qty.": Lists its associated amount enclosed within the container, adjacent to each part number listed in the "Description" column.

NOTE

All serialized part numbers shall have a quantity of one. When there is more than one (1) of a given serialized part number contained, then the part number is repeated in the "Description" column on a separate print line with its associated serial number, revision level, and quantity = one (1).

10. L, W, H, and W are not required if the container ships inside the system container. Otherwise, L, W, H, W are required.

NOTE

All standard, non-configuration dependent loose piece accessories containers should have unique part number identifiers assigned.

Figure 12: Accessories Box

digital		Content Listing		Date: 20 JULY 1990	
DEC No.					
630QZ-A2 ACCESSORIES BOX USED WITH SERIAL NUMBER WF92012159					
Line Item	Model / Part No. Shipped:	Description	Serial No.	Rev.	Qty.
		ACCESSORIES FOR 630QZ-A2 17-00083-02 36-21232-49 EN-01716-12	not serialized not serialized not serialized	A01 A01 A01	1 1 1
Length mm/in.:		Width mm/in.:	Height mm/in.:	Weight Kg/lb:	
				List: 1 Of: 1	

5.3 CONSOLIDATED CONTAINERS CONTENT LISTING COMPLETION REQUIREMENTS

Complete a Content Listing for consolidated containers in the following way. Refer to Figure 13.

1. The following message should be printed, in capital letters, in the heading section on the Content Listing:

CONSOLIDATED CONTAINER

If the container Tracking Numbers are used then the header should be followed by the tracking number.

CONSOLIDATED CONTAINER TRACKING NUMBER WF000C0122

2. "Line Item": List number here.
3. "Model/ No. Shipped": Corresponds to the single model/part numbers specified as "Shipped" on the Product Delivery Document.
4. "Description": Lists the model/part's short description, adjacent to the model number itemized and listed in the "Model/Part No. Shipped" column, as well as that part's associated version when included within the description.
5. "Qty": Print the quantity of each line item part.
6. "Length": The outside container dimension in millimeters/inches. Refer to DEC STD 015-0.
7. "Width": The outside container dimension in millimeters/inches. Refer to DEC STD 015-0.

8. "Height": The outside container dimension in millimeters/inches. Refer to DEC STD 015-0.
9. "Weight": The filled container weight in kilograms/lbs. Refer to DEC STD 015-0.
10. The "List (A) of (B) " box in the bottom right hand corner is always completed. The number appearing in space "A" is the sequential number assigned to the label. The number in space "B" is the total number of labels created.

Figure 13: Content Listing Label for Consolidated Containers

digital		Content Listing		Date: 20 JULY 1990	
DEC No. 900264990					
CONSOLIDATED CONTAINER					
Line Item	Model / Part No. Shipped:	Description	Serial No.	Rev.	Qty.
1.1	LK201-RE	USA KEYBOARD, NO PWR CORD	BO02315440	C01	1
1.3	VS42A-CW	SM KERNAL	AB028005A8	D01	1
1.4	VSXXX-AA	3 BUTTON MOUSE	BO02809019	A01	1
1.5	17-00606-15	POWER CORD	not serialized	B01	1
1.6	EK-265AA-IL	3100 INFORMATION KIT	not serialized	A01	1
Length mm/in.: 627 / 25		Width mm/in.: 510 / 20	Height mm/in.: 540 / 21	Weight Kg/lb: 21.8 / 48	
				List: 1 Of: 1	

NOTE

A collection of option level containers and their associated loose piece or accessory or kit containers are consolidated into a larger container for shipping. All product containers being consolidated should have their own individual Content Listing affixed.

6 PART LISTING FORM

One Part Listing Form is required per container indicating all loose items, whether bag, box, or product. If there is only one part in the container, then a part listing is not required.

The Part Listing Form shows the content of each individual container, using Digital Product Model Designations and/or Digital Part Numbers. The short description should be used, when available.

The Part Listing Form is not intended to be used to list piece parts and/or subassemblies assembled into a free-standing product.

Figure 14: Part Listing Form

digital **Part Listing**

Part No.	Description	Qty.

Dimension X: Horizontal width of the table area.

Dimension Y: Vertical height of the table area.

	Part Number	X	Y
Small	EN03809-03	217mm / 8.50in.	92.9mm / 3.63in.
Medium	EN03810-03	217mm / 8.50in.	140mm / 5.50in.
Large	EN03811-03	217mm / 8.50in.	217mm / 8.50in.

Note: These forms are at Revision A

6.1 PART LISTING FORM COMPLETION REQUIREMENTS

The Part Listing Form lists specifically ordered and or sourced parts. It is a one part form placed in an appropriate location within the container. It is up to the judgment of the plant as to the location of the Part Listing Form within the container.

To complete a Part Listing Form, the requirements are as follows. Refer to Figure 15 for an example.

- 1. "Date": Date the form is generated in ddMMMyyyy format.
- 2. "Part No.": The single part number of the loose piece part in a container.
- 3. "Description": The short description adjacent to the part number listed.
- 4. "Qty": Print the quantity of each part in the quantity column.

Figure 15: Completed Part Listing Form



Part Listing

Date:14 SEP 1990

VERIFY CONTENTS BEFORE DISCARDING THIS DOCUMENT

Part No.	Description	Qty.
HO41-AA	RACK MOUNT HARDWARE	1
DEMPR-AA	THINWIRE ENET MLTPRT RPTR/120	1
12-22196-01	CONN, D 15POS LOOPBACK MALE	1
12-26318-01	TERM BNC 50 PHM COVERED	1
17-00183-09	POWER CORD, TERM, 3-18SJT	1
EK-CABLE-IN	INSTRUCTION, THINWIRE INTERCON	1
EK-THINRP-UG	THINWIRE REPEATOR USERGUIDE	1

7 PRODUCT DELIVERY DOCUMENT

One multipart form is required per order. This document is generated by the final Customer distribution site that ships to the Customer. Refer to Figure 17 for an example, Figure 36 for placement of the forms, and Appendix A for functional specifications regarding different shipping methods/ways of maintaining integrity with the Order Acknowledgment Document. Refer to Figure 39 and Figure 40.

NOTE

Product Delivery Documentation supercedes the use of Packing and Billing Authorization (PBA), Software Delivery Documents, Shipping and Billing Authorization (SBA), On-site Inventory documents, and Keysheet Documents.

Figure 16: Product Delivery Document

← 223.5 mm [8.5 in] →																							
digital Product Delivery Document																							
Customer Order No.		Dec. No.		Product Delivery No.																			
Shipped To			Invoiced To																				
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th rowspan="2">Line-Item</th><th colspan="2">Model / Part No.</th><th rowspan="2">Description – Serial No.</th><th colspan="2">Quantity</th><th rowspan="2">Exceptions</th></tr><tr><th>Ordered</th><th>Shipped</th><th>Scheduled</th><th>Shipped</th></tr></thead><tbody><tr><td style="height: 300px;"></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>						Line-Item	Model / Part No.		Description – Serial No.	Quantity		Exceptions	Ordered	Shipped	Scheduled	Shipped							
Line-Item	Model / Part No.		Description – Serial No.	Quantity			Exceptions																
	Ordered	Shipped		Scheduled	Shipped																		
Total Number of Pieces			Special Instructions																				
EN-03606-03 0000																							

↑

↓

279.4 mm
[11.0 in]

7.1 PRODUCT DELIVERY COMPLETION REQUIREMENTS

To complete a Product Delivery Document, the following information is required. Refer to Figure 17 for an example. The call out numbers on the figures match the referenced number in these requirements.

1. "Digital logo", "Company Name", "Address", and "Telephone Number" are always located in the upper left-hand corner. The Company Name printed must be the legal name of the Digital in the country involved.

- United States example:

"Digital Equipment Corporation"

- Australia example:

"Digital Equipment Corporation
(Australia) Pty. Limited"

2. "For Assistance call": This is the number of the Digital organization the Customer can call to have questions answered and problems with the document resolved.
3. The "Document Issue Date": A date formatted as follows:

Format: dd month yyyy

Example: 13 February 1989

4. A horizontal row of 2-4 identification numbers appears directly below the Digital logo, Address, Telephone number, and Document Issue Date fields. Below are the four numbers required to print.
 - a. Customer Order No.: The Purchase Order Number, Government Delivery Number, or other government order type.
 - b. Government Contract No.: A number used only for U.S. Government orders and should be printed in upper and lower case letters.
 - c. DEC No.: The order number assigned by Digital, commonly known within Digital as the "DEC number."
 - d. Product Delivery No.: A number that uniquely identifies this delivery transaction.
5. "Shipped To": The Customer's name or subsidiary and delivery address. The ultimate destination address must be available for all direct shipments to Customers that will by-pass the subsidiary.

The following information should be printed as it pertains to the address. All address fields which are marked with an asterisk (*) are required.

U.S./GIA FORMAT AND EXAMPLE:

This address will come from the Customer Master File (CMF) System.

FORMAT
Attention to Name*
Attention to Phone Number*
Customer/Department Name*
Building, Floor, Office
Street number*, Name*
City*, State*, ZIP Code*
Country

EUROPEAN AREA FORMAT AND EXAMPLE:

FORMAT
Customer/Department Name*
Building, Floor, Office
Street Number*, Name*
Postal Town*, Postal Code*
County/Postal Area, Country*
Attention to Name*
Attention to Phone Number*

6. "Invoiced To": The payor's name and address. The following information should be printed as it pertains to the invoicing address. If the shipment bypasses the subsidiary, then the subsidiary's address will be printed in the area allocated for the billing address.
7. "Line Item": The item number(s) relative to ordered/saleable model/part number(s). A model/part number ordered may consist of two or more deliverable model or part numbers. In the line item column, an ordered product is numbered "N.0", where "N.0" is the product line item number appearing on the Order Acknowledgment Document. This number shall be left justified.

When an ordered product is made up of two or more delivered parts, "N.n" (where "n" is a sequential sub-line item number) is used for each shipped part that makes up the ordered product. This number ("N.n") should be right justified with no leading zeros.
8. The "Model/Part No.": The number ordered, as shown on the acknowledgment form, appears in the left most "Model/Part No" column labeled "Ordered".

NOTE

There is a tool available called the "DEC STD PARSER" which is documented in DEC STD 012-0. This tool provides an automated means for part number alignment.

- a. If an ordered model/part number consists of only one deliverable/sourceable part, the ordered model/part number is repeated in the "SHIPPED" model/part number field.

- b. If an ordered model/part number consists of two or more deliverable/sourceable parts, a hyphen ("-") will be printed on the same print line in the "Model/Part No. Shipped" column and the following should appear in the appropriate columns.
 - The words "CONSISTS OF:" will be printed in capital letters on the next print line in the "Model/Part No. Shipped" column
 - On the next print line, a hyphen ("-") will be printed in the "Model/Part No. Ordered" column and the delivered part number will be printed in the "Model/Part No. Shipped" column.
 - c. If a model/part number delivered is preinstalled then the model/part number in the shipped container will be followed by one (1) blank print position and then an asterisk.
9. "Description - Serial No.": The short DSPS description of the model or part delivered. All product descriptions are printed in capital letters and underlined.

When:

- There is a single serial number, it shall be printed directly beneath the description and underline.
- There are two or more serial numbers, then only two serial numbers shall be printed per print line separated by a comma (",") and one blank print position).
- There is no serial number, the following message will be printed in lower case letters:

"not serialized"
- There are preinstalled part(s), then the following shall be printed on the line adjacent to the model/part number:

"Quantity of X Pre-Installed in line # N.n"

The product description will then be printed on the next print line and underlined. X is the quantity of parts pre-installed and N.n is the line item number of the part where these items were preinstalled.

10. Quantity Field

- a. If an ordered model/part number consist of only one deliverable/sourceable part, the quantity ordered is printed in both the quantity "Scheduled" and "Shipped" columns.
- b. If an ordered model/part number consists of two or more deliverable/sourceable parts:
 - The quantity ordered is printed in the "Scheduled" column, and a hyphen ("-") is printed in the "Shipped" column on the same print line as the model/part number ordered.

- A hyphen ("-") is printed in the "Scheduled" column on the same print line as the model/part number delivered, and the actual quantity delivered will be printed in the "Shipped" column.
11. "Exceptions": — The Exceptions field contains information relative to eight possible Customer exceptions. Refer to Section 7.2 for more information.
 12. "Total Number of Pieces": — This field indicates the number of handling units in the shipment (loose cartons only, not skids).
 13. "Special Instructions": — This field is used to convey special customer requested information and/or general customer awareness information. This field is not to be used to convey internal/Digital information.
 14. "Page (A) of (B) ": This field in the bottom right hand corner of the form/label must always be completed.

NOTE

When the Customer requests a modification(s) to the original quantity ordered /scheduled, and a formal change order cannot be processed in time, the actual quantity to be shipped will be modified to reflect the new requested quantity. For orders crossing international boundaries, formal change orders are mandatory. Modifications are not allowed. The Product Delivery document is computer-generated; handwritten modifications are not allowed. Refer to Section 7.2 for required information.

Figure 17: Completed Product Delivery Document

digital **Product Delivery Document**

Digital Equipment Corporation
433 South Main St.
Hartford, CT 06110
for assistance call (203) 244-8100

Document Issue Date
23 JULY 1990

Customer Order No.
999C05082140

Dec. No.
900264990

Product Delivery No.
IJ67240

Shipped To
Attention: Sandra Adkins
(203) 577-7782
Bristol Babcock Corporation
18223 Coventry Ave.
Allenboro CT 06710

Invoiced To
Attention: Sandra Adkins
(203) 577-7782
Bristol Babcock Corporation
18223 Coventry Ave.
Allenboro CT 06710

Line-Item	Model / Part No.		Description - Serial No.	Quantity		Exceptions
	Ordered	Shipped		Scheduled	Shipped	
1.0	PV012-CL	-	3100-30 12MB, VR297,VMS 120V	1	-	
			CONSISTS OF:			
1.1	-	LK201-RE	USA KEYBOARD, NO PWR CORD BO02315440	-	1	
1.2	-	VR297-DA	16" CLR MONITOR NORTH HEMI SY94303958	-	1	
1.3	-	VS42A-CW	SM KERNAL AB028005A8	-	1	
1.4	-	VSXXX-AA	3 BUTTON MOUSE BO02809019	-	1	
1.5	-	17-00606-15	POWER CORD not serialized	-	1	
1.6	-	EK-265AA-IL	3100 INFORMATION KIT not serialized	-	1	
2.0	DELQA-SF	DELQA-SF	DELQA FOR BA200 BOX FIELD INS AS01246721	1	1	

Total Number of Pieces
3

Special Instructions
INSIDE DELIVERY

EN-03606-03 0000

Page 1 OF 1

7.2 PRODUCT DELIVERY DOCUMENT EXCEPTION MESSAGES

The following exception messages printed in the "Exceptions" column are for Customer use to reconcile the Product Delivery Document with the last Acknowledgment Form. Refer to Appendix A for examples.

a. Partial Shipment (Back-Ordered Quantity):

The quantity ordered does not change; the quantity delivered changes to reflect the new/reduced quantity.

FORMAT	EXAMPLE
____ BK-ORDERED; ARRIVE DDMMYY	____ 1 BK-ORDERED; ARRIVE 12FEB90

b. Customer Cancellation (decrease in quantity to zero):

The quantity scheduled does not change. The quantity delivered changes to zero (0).

FORMAT	EXAMPLE
Customer CANCELLED Model/Part Number	Customer CANCELLED MS86-DA

c. Customer adds a new model/part number to the order:

The new line item is added to the end of the order in sequence.

FORMAT	EXAMPLE
Customer ADDED A NEW LINE ITEM	(same as format) (same as format)

d. Customer Approved Substitution:

The model/part number ordered *is not* identical to the model/part number shipped, the model/part number ordered does not change. The model/part number shipped reflects the model/part number of the substitution.

FORMAT	EXAMPLE
Customer APPROVED SUBSTITUTION	(same as format) (same as format)

e. Customer decreases quantity ordered:

The quantity scheduled does not change. The quantity shipped changes to reflect the reduced quantity.

FORMAT	EXAMPLE
Customer DECREASED QTY ORDERED	(same as format)

f. Customer increases quantity ordered:

The quantity scheduled does not change. The quantity shipped changes to reflect the increased quantity.

FORMAT	EXAMPLE
Customer INCREASED QTY ORDERED	(same as format)

g. Customer merges order:

Digital ships line items from various shipping docks for Customer merge and merge occurs at Customer site. Each shipping dock is required to generate a complete Product Delivery Document. The document should reflect in the shipped column those items shipped, and reflect in the Exception column the words "Separate Shipment" for those items being shipped from another location.

FORMAT	EXAMPLE
SEPARATE SHIPMENT	(same as format)

h. Early Shipment:

There is one line item ordered (for example Quantity=8) which was scheduled to ship on different dates (Quantity=4 in February and Quantity=4 in May). The original Scheduled quantity would stay the same while the early shipment quantity would be added to the shipped quantity. In addition to the modified quantity Shipped field, the following note would print in the "Exceptions" columns:

FORMAT	EXAMPLE
QTY EARLY SHIP- PED: _____	QTY EARLY SHIP- PED: 10MAY90

NOTE

The date inserted when products actually ship corresponds to the original schedule date. Refer to the above format and example 10MAY90. In May, when the items were supposed to ship according to schedule, the "Exceptions" column should reflect the fact that some of the items were shipped in February. Refer to the format and example below of 10FEB90.

FORMAT	EXAMPLE
QTY EARLY SHIP- PED: _____	QTY EARLY SHIP- PED: 10FEB90

8 SOFTWARE SUPPLY BUSINESS PRODUCT AND CUSTOMER DOCUMENTATION

Software Supply Business (SSB) containers are a single product within a container ordered and shipped as one model/part number.

8.1 SSB PRODUCT DELIVERY DOCUMENT

One pink Customer copy is required for each shipment for software direct shipments. The Customer copy must be inserted in a transparent water-resistant envelope and adhered to the outside of the container. Refer to Figure 18 and Figure 19.

Figure 18: SSB Product Delivery Document

8 1/2"

11"

digital

Product Delivery Document

Document Issue Date

Customer Order No.

Dec. No.

Product Delivery No.

digital

Digital Equipment Corporation
Software Supply Business
Digital Drive, Westminster, Massachusetts, 01473-0471

Invoiced To

Customer Order No.

DEC No.

Piece

(Total)

Product Delivery No.

Line Item	Model / Part No.		Rev.	Description	Quantity		Exceptions
	Ordered	Shipped			Scheduled	Shipped	

Total Number of Pieces

Special Instructions

Page of

EN-01578-OB-RevA (910)

Figure 19: Completed SSB Product Delivery Document

 Product Delivery Document		Document Issue Date 23 JULY 1990																								
Digital Equipment Corporation 433 South Main St. Hartford, CT 06110 for assistance call (203) 244-8100																										
Customer Order No. 999C05082140	Dec. No. 900264990	Product Delivery No. IJ67240																								
 Digital Equipment Corporation Software Supply Business Digital Drive, Westminister, Massachusetts, 01473-0471 Shipped To Attention: Sandra Adkins (203) 577-7782 Bristol Babcock Corporation 18223 Coventry Ave. Allenboro CT 06710 Customer Order No. 999C05082140 DEC No. 900264990 Piece 1 (Total) 1 Product Delivery No. IJ67240		Invoiced To Attention: Sandra Adkins (203) 577-7782 Bristol Babcock Corporation 18223 Coventry Ave. Allenboro CT 06710																								
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th rowspan="2">Line Item</th> <th colspan="2">Model / Part No.</th> <th rowspan="2">Rev.</th> <th rowspan="2">Description</th> <th colspan="2">Quantity</th> <th rowspan="2">Exceptions</th> </tr> <tr> <th>Ordered</th> <th>Shipped</th> <th>Scheduled</th> <th>Shipped</th> </tr> </thead> <tbody> <tr> <td>1.0</td> <td>QA-09SAB-GZ</td> <td>QA-09SAB-GZ</td> <td>5.4</td> <td>VMS DECWINDOWS USER DOC KIT</td> <td>1</td> <td>1</td> <td></td> </tr> </tbody> </table>							Line Item	Model / Part No.		Rev.	Description	Quantity		Exceptions	Ordered	Shipped	Scheduled	Shipped	1.0	QA-09SAB-GZ	QA-09SAB-GZ	5.4	VMS DECWINDOWS USER DOC KIT	1	1	
Line Item	Model / Part No.		Rev.	Description	Quantity			Exceptions																		
	Ordered	Shipped			Scheduled	Shipped																				
1.0	QA-09SAB-GZ	QA-09SAB-GZ	5.4	VMS DECWINDOWS USER DOC KIT	1	1																				
Total Number of Pieces 1 Special Instructions					Page 1 OF 1																					

8.2 SSB CONTENT LISTING

A software Content Listing is a listing of all software kits, components, subassemblies, assemblies, and quantities the Customer has ordered.

To complete a Content Listing Label the requirements are as follows. Refer to Figure 20 for an example of a completed content listing.

1. Preprinted "Digital Logo": The logo is located in the upper left-hand corner.
2. Preprinted words "Content Listing": These words are located in the center of the label.
3. "DEC No.": The customer DEC No. will be printed under the Digital logo on all revenue orders.
4. "Line Item": The line item must be the Customer line item on their order.

5. "Model/Part No. Shipped": The Model/Part No. Shipped is the finished kit or component that the Customer has ordered.
6. "REV": The REV column is used for revision and/or version numbers of the kit(s) or component(s) being shipped. This is used in future revision and version control.
7. "Description": The model/part or kit's short description as listed in the part listing.
8. "Qty": List the amount enclosed within the container, adjacent to each model/part number listed in the MODEL/PART NO. SHIPPED column.
9. "Length": The outside container dimension in millimeters/inches. Refer to DEC STD 015-0.
10. "Width": The outside container dimension in millimeters/inches. Refer to DEC STD 015-0.
11. "Height": The outside container dimension in millimeters/inches. Refer to DEC STD 015-0.
12. "Weight": The weight of the filled container in kilograms/pounds. Refer to DEC STD 015-0.
13. "List (A) of (B)": The fields in the bottom right-hand corner must always be completed. The number appearing in space "A" is the sequential number assigned to the label. The number in space "B" is the total number of labels created.

Figure 20: Completed SSB Content Listing

digital		Content Listing		Date: 20 JULY 1990	
DEC No. 900264990					
Line Item	Model / Part No. Shipped:	Rev.	Description	Quantity	
1.0	QA-09SAB-GZ	5.4	VMS DECWINDOWS USER DOC KIT	1	
Length mm/in.: 305 / 12		Width mm/in.: 305 / 12		Height mm/in.: 254 / 10	
				Weight Kg/lb: 4.5 / 10	
				List: 1 Of: 1	

8.3 SSB SOFTWARE PART LISTING

A Software Part Listing is a listing of all software raw component level parts, subassemblies, assemblies, revisions, descriptions, and quantities. It is a one part form placed in an appropriate location within the container.

To complete a Part Listing Form, the requirements are as follows. Refer to Figure 21 for an example.

1. "Model Part No.": The part listed under to Model/Part No. is the upper level saleable Customer ordered part number. Under the words "Consist of" is a listing of all software raw component level parts, subassemblies, and assemblies that are within each software product container.
2. "REV": The revision or version of the finished kit or component parts.
3. "Description": The short description adjacent to the parts listed.
4. "Export Contents Summary": The Export contents summary should be used to summarize all packaging, media, documentation, letters, Software Product Description forms (SPDs), and manuals contained within the software Part Listing for Customer and finance department use only. It lists the total amount contained in the upper-level finish kit. For example:

Packaging	SPD/Letters	TK50 Cartridges
Forms	Binders/Slipcases	Software Manuals
Updates/Addendums	Text/Binders	Dividers Sets
Reference Cards		

Figure 21: Completed SSB Part Listing

DIGITAL		PART LISTING		Date: 22-Jan-91
				Page: 1 of 1
QTY	Part Number	Rev/Ver	Description	
1	QA-001AA-H5	5.4	VMS V5.4 BIN TK50/TK50MUP	
CONSISTS OF ASSEMBLIES:				
1	QA-001AA-B5	5.4	ASSLY, MFG TK50/TK50MUP	
1	QA-001A1-GZ	5.4	VMS GENERAL USER SUBKIT	
1	QA-001A2-GZ	5.4	VMS SYSTEM MANAGEMENT SUBKIT	
1	QA-001A3-GZ	5.4	VMS PROGRAMMING SUBKIT	
1	QA-001AZ-GZ	5.0	OBSOLETE FEATURES KIT	
1	QA-09SAA-GZ	5.4	VMS BASE SET DOC KIT	
1	QA-001AY-GZ	5.4	RELEASE NOTES KIT	
1	QU-09SAB-GZ	5.4	VMS DECWINDOWS USER DOC KIT	
EXPORT CONTENTS SUMMARY:				
3 TK50 CARTRIDGE		1 FORM	2 COMPLETE KITS	
39 BINDER/SLIPCASE		101 SOFTWARE MANUALS	25 UPDATE/ADDENDUM	
8 SPD / LETTER		8 REFERENCE CARDS	6 DIVIDER SETS	

8.4 AUTOMATIC DISTRIBUTION CUSTOMER UPDATES (ADCU)

Software single unit (product specific) finished kits are products ordered and shipped under one model/part number in a single container using the following requirements. The ADCU envelope form replaces the four-part Product Delivery document.

The 5 1/2 × 8 1/2 inch single unit envelope consists of three copies.

1. Record retention copy—Contains all the required internal order processing information and must be retained by Shipping or the Order Administration area.
2. Content listing—Contains the ship-to information, product description, part number shipped, revision, quantity shipped, bar coded part number, dimensions, and weight.

3. Customer copy—This pink copy is inserted into the adhesive-backed envelope that must be adhered to the outside of the container of each shipment.

The label for all Customer update orders must have the following message printed in capital letters:

"NO CHARGE UPDATE"

This is only used in U.S. domestic Customer updates. A full set of documentation, including Content Listing, Product Delivery Document, and Part Listing are required when crossing international boundaries. For internal automatic distribution (AD) orders, see Figure 22.

Figure 22: Software Automatic Update Kits

TO OPEN ENVELOPE:
PEEL DOWN THIS STUB FROM ARROW

Content Listing



Attn: Sandra Adkins
(203) 577-7782

Bristol Babcock Corporation
18223 Coventry Avenue
Allenboro CT 06710

Digital Equipment Corporation
Software Supply Business
Digital Drive, Westminister, Massachusetts 01473-0471



CUSTOMER ORDER NO. BG877-10306

DEC NO. 88110152W **PIECE** 1 **(TOTAL)** 1

PRODUCT DELIVERY NO. 40011005



DECPAGE LN03 CMP0FF 16MT
QTY: 1 BOXES: 1

00-04876-CM
1.2



NO CHARGE UPDATE

LENGTH mm/in	WIDTH mm/in	HEIGHT mm/in	WEIGHT Kg/lb
-----------------	----------------	-----------------	-----------------

8.5 SSB MULTIPLE CONTAINER SHIPMENTS

For multiple container shipments, each container must have a Content List attached to the outside of the container. For direct Customer shipments, refer to Figure 36 for the placement of the Product Delivery document. Container one must also have an i symbol.

8.6 SSB CONSOLIDATED SHIPMENTS

When multiple containers are consolidated for shipment, the consolidated container should have a content list as described in Section 5.3.

9 WARNING, HAZARDOUS MATERIAL, HANDLING, AND SPECIAL SYMBOLS

These symbols must be applied, when necessary, to containers in accordance with *DEC STD 178-5 Marking Symbolology* and placed in the location specified in DEC STD 178-4. Refer to EL-CP534-00 *Hazardous Materials/Dangerous Goods Policies and Procedures Manual* for more information.

NOTE

Hazardous materials shall not be consolidated with any other products either at the source site or final ship to Customer locations. All hazardous materials packaging must comply with both DEC STD 178-4 and EL-CP534-00 regulations.

10 INTERNATIONAL INFORMATION SYMBOL (i SYMBOL)

Three i symbols are required per order/shipment.

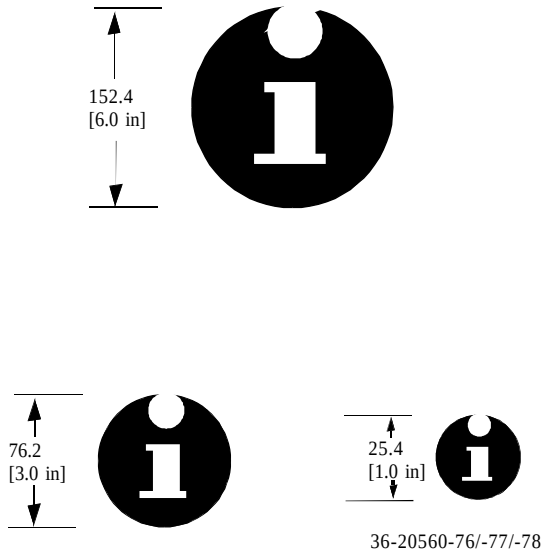
- One is applied to the transparent, water-resistant envelope.
- One is applied to a panel on the container adjacent to the water_resistant envelope. Refer to Figure 38.
- One is applied to the Customer envelope.

NOTE

The International Information Symbol (Z0022) must not be applied by manufacturing sites to the product containers except where Consolidation and Manufacturing agree that Manufacturing will apply the i symbol to a designated container. Only one container per Customer shipment will contain this symbol. This symbol should not be part of the DEC STD 178-4 preprinted graphics applied to the container. The symbol is defined in *DEC STD 178-5 Marking Symbolology*.

These labels must be placed on the container that has the Customer Envelope. These labels are not necessary when the shipment/order is only one container. The size of the i symbol used must correspond to the size of the handling symbols on the container.

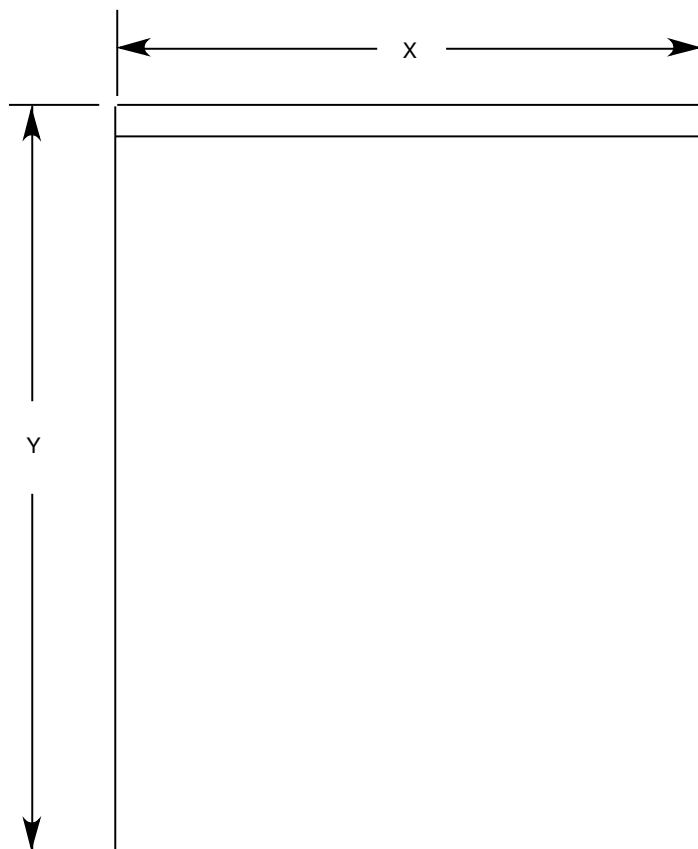
The International Information Symbol shall not be placed over other container markings. If other required labels and markings are located in the same area where the i symbol should be applied, then the symbol shall be placed as close as possible without interfering with the other marking(s)/label(s).

Figure 23: International Information Symbol**NOTE**

Application of the symbol on export orders which require special crating shall be done by stenciling or ink stamping the symbol onto the crate which contains the Customer shipping envelope in the same manner as stated above.

11 TRANSPARENT, WATER-RESISTANT ENVELOPE (ADHESIVE BACKED)

One envelope is required per order, not per shipping container. Water-resistant envelopes, when used to contain external paperwork, shall be placed on an unused portion of a vertical panel of the shipping container and shall not cover any other markings or labels. The envelope will be affixed with the opening up.

Figure 24: Transparent Water-Resistant Envelope (Adhesive Backed)

Zip lock closure

	Part Number	X	Y
Small	99-07034-02	7.62 mm / 3 in	15.24 mm / 6 in
Medium	99-07034-43	15.24 mm / 9 in	22.86 mm / 9 in
Large	99-07034-04	22.86 mm / 12 in	30.48 mm / 12 in

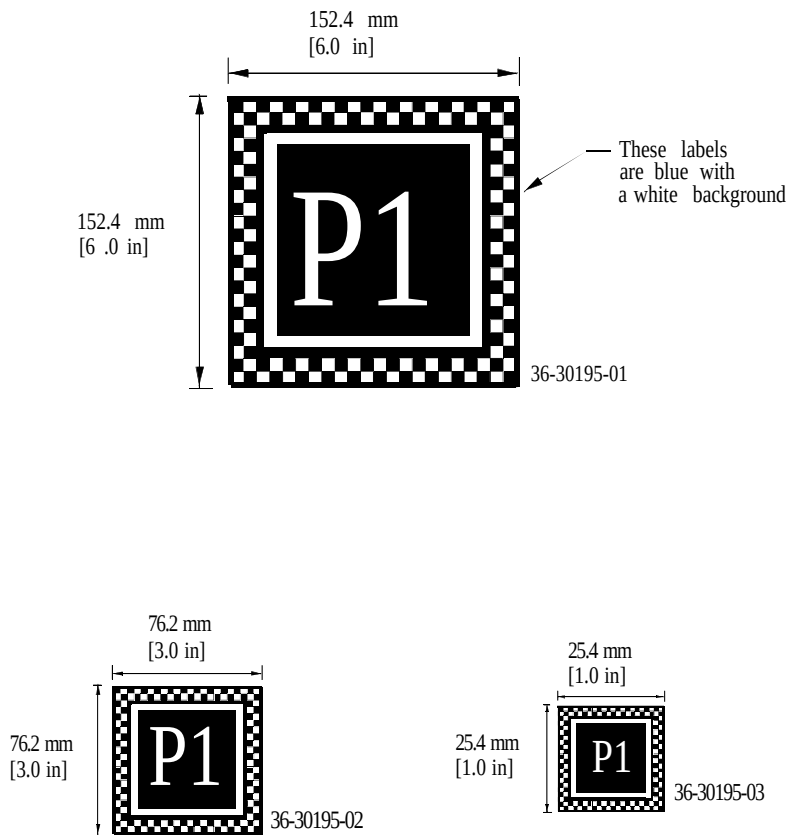
Split lock closure

	Part Number	X	Y
Small	99-07169-03	7.62 mm / 3 in	15.24 mm / 6 in
Medium	99-07169-05	15.24 mm / 9 in	22.86 mm / 9 in
Large	99-07169-01	22.86 mm / 12 in	30.48 mm / 12 in

12 PRIORITY SHIPMENT LABEL

One label is attached per container, when required, to expedite a shipment. The label is used for shipments such as: short-ships, mis-ships, and Customer Service spares. Refer to DEC STD 178-5 for information on label design, and Figure 34 for label placement requirements.

Figure 25: Priority Shipment Label



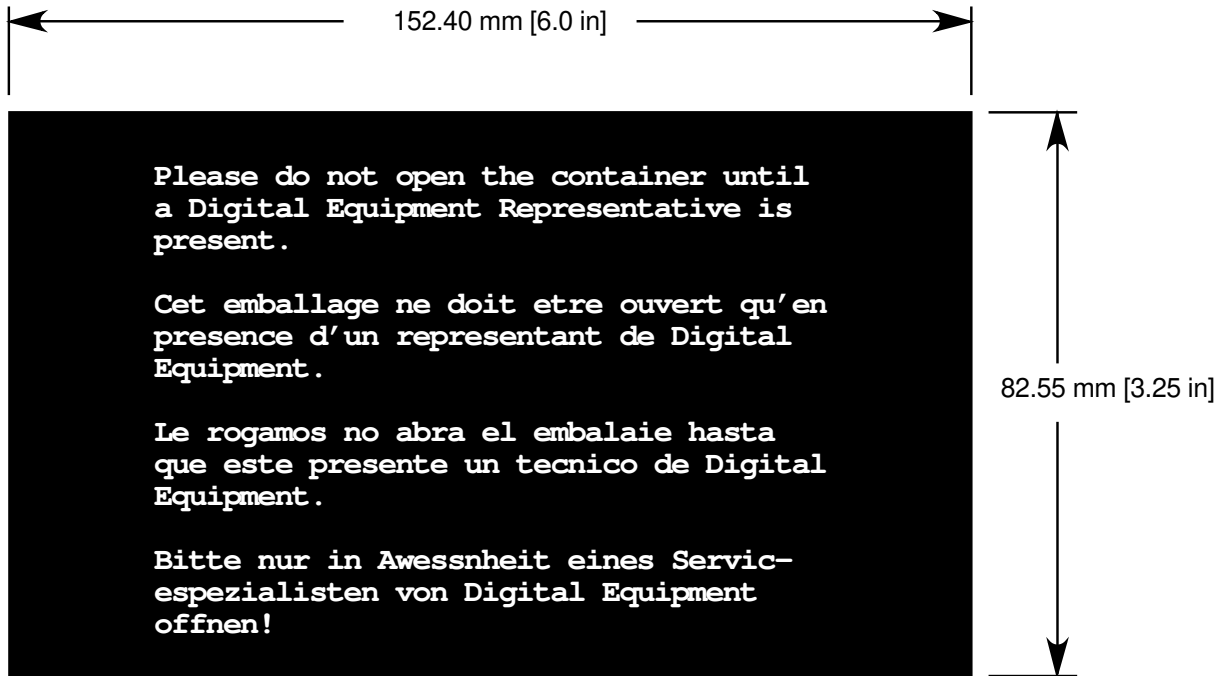
NOTE

The label size used should correspond to the handling symbol(s) size on the container.

13 CUSTOMER SERVICE INSTALLATION LABEL

One label is applied to each container when shipments are under Customer Service Contract and must be applied by the subsidiary when required. If a language is other than one of those shown (English, French, Spanish, German), it is the responsibility of the local Customer Service organization to acquire the label in the required language.

Figure 26: Customer Service Installation Label



36-31161-01

14 CUSTOMER SHIPPING DOCUMENTATION REQUIREMENTS

The following documents must either remain with or be added to the Customer Order. One copy of the multipart form is required for each shipment. It will be the responsibility of the Final shipping Site to insure the required copies are placed within the appropriate location. Refer to Section 21 for required document location.

- Product Delivery Document
- Content Listing Form/Label
- Configuration/Xcon Sheet
- Straight Bill of Lading
- Carrier Manifest
- Customer Waiver Form
- Quality Feedback Form
- Customer Envelope
- Part Listing Form

15 CUSTOMER CONFIGURATION/XCON SHEETS

A Customer Configuration/XCON Sheet is required for each system "Built to Order" versus "Build for Stock" standard items. This sheet is used to validate the technical accuracy and completeness of line items on a system order, relative to available configurations. It is also used to provide valuable information about spatial relationships of components in the configuration orders for a particular system. Refer to Figure 27 for an example and to EL-MF536-00, *XCON Product Information Requirements* for more information. Refer to Figure 36 for placement of the documents.

Customer Configuration Documents (CCD) are acceptable Configuration Sheets. Whether XCON or a CCD is to be used will be determined by Product Management.

Figure 27: Configuration/XCON Sheet (System Orders Only)

DEC-NUMBER 89033423Y CUSTOMER NAME BRISTOL BABCOCK CORP./MIS DIV
 PRODUCT-LINE 362
 XCON RELEASE AS OF V4.2
 FULL SYSTEM CONFIGURATION (NO ADDITIONS REQUIRING CHANGE ORDER)

PASS 1

LINE	QTY	NAME	DESCRIPTION	COMMENT
1	1	865XB-AE	8650 QK001-UX 16MB 120/60	
		VC22D-25	25FT CABLE ASYNC NULL MODEM	NOT CONFIG.
		BC223-25	25FT CABLE ASYNC 16 WIRE SHLD	NOT CONFIG.
		DF112-AA	DF11-AM MODEM-US/CAN HOUSING	
		80-KA86-40	8600 FEC-FST 120/60	
		MS86-CA	16MB ECC 256K 8600 MEMORY	
		80-KA865-42	8650 CPU FAST	
		DW780-CA	VENUS 2ND UNIBUS ADAPT	
		UDAE0-A	DSA UNIBUS DISK ADAPTER	
2	4	RA81-AA	456MB 168DISK 120V60 NO CAB	
3	1	TU81E-AA	TU81-PLUS UNIBUS 60HZ	
		TU81E-CA	1600/6250 BPI 25/75IPS 120V	
		TU81E-CP	TU81 CPU ACCESSORY KIT	
4	1	DSRVA-AA	8 LINE TERMINAL SERVER W/ENTRY	
5	1	DMF32-M	MULTIFUNCTION:8ASYNC, 1SYNC, 1LP	
6	1	CK-DMF32-LD	CAB KIT MULTIFUNCTION VAX, PDP11	
7	1	LA100-BA	KSR TERM W/TRACTER US/120V	
8	8	VT200-F2	A/N VIDEO TERMINAL-AMBER 120V	
9	8	VT22K-AA	VT220 COUNTRY KIT US/C	
		LK201-AA	KBD/PWR CRD, USA/CAN	
		VT220-KA	US COUNTRY KIT	
10	1	RA81-JA	(4) RA81-AA W/4 HI CAB	
		RA81-AA	456MB 16B DISK 120V60	
		H9CAB-BA	UL APPROVED CABINET	
11	1	MS860-DA	64MB ECC 1MB 8600 EX	
12	1	BC26V-12	SHIELDED SI CABLE	
13	1	DEPCA-KA	NETWORK INTEGRATION	
14	1	QK001-HM	VAX/VMS UPO 16M19	
15	1	QK310-HM	VAX DECALC UPD 1	
16	1	QK898-HM	VAX DTR UPD 16MB	
17	1	QK897-HM	VAX DTR UPD 16MB	
18	1	QK099-HM	VAX COBOL UPD	
19	1	QK095-HM	VAX BASIC UPD	

*** ACOD ***
 CREDIT CODE ONE. CUSTOM
 *** HWSW ***
 LINE ITEM #11 TO SHIP
 NO PARTIALS ALLOWED

Page 1 of 5

Page 5 of 5

16 STRAIGHT BILL OF LADING

One multipart form is required per shipment. However, in some cases, the Digital Bill of Lading is unnecessary. Shipments for DECdirect are mostly by way of small package carriers that use a metering system similar to that used by the U.S. Post Office.

The straight Bill of Lading is generated by the facility responsible for confirming the final Customer revenue shipment that triggers Customer invoicing. Refer to Figure 36 for placement of the documents. Refer to Figure 28 for an example.

Figure 28: Straight Bill of Lading

digital		REVIEWED SUBJECT TO THE CLASSIFICATION AND LAWFULLY FILED TARRIFS OR CONTRACTS IN EFFECT ON THE DATE OF THIS BILL OF LADING.		BILL OF LADING NO.	
DIGITAL EQUIPMENT CORPORATION					
STRAIGHT BILL OF LADING					
CARRIER FOR ASSISTANCE CALL: (617) 351-4328					
SHORT FORM		ORIGINAL		NOT NEGOTIABLE	
CUSTOMER ORDER NO.		SHIPPER REFERENCE NO.		ORIG. CODE	DEST. LOC. CODE
REQUIRED DELIVERY DATE		TRANSPORTATION TERMS		DELIVERY CARRIER	CARRIER NO.
SHIPPER			DELIVER TO (CONSIGNEE):		
SPECIAL INSTRUCTION					
MUST BE DELIVERED ON REQUIRED DELIVERY DATE EARLY/LATE NOT ACCEPTABLE					
PIECES	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS			WEIGHT	
	1 DATA PROCESSING MACHINE SYSTEMS OR DEVICES/PARTS NO/			CPC 47850-51 NMFC 47850-51 116030-51	
	2 PRINTED MATTER			CPC 64100 NMFC 181870	
	SUB TOTAL PIECES			SUB TOTAL WEIGHT	
	CARRIER SIGNATURE			DATE	
	SHIPPER PER				
	1 DATA PROCESSING MACHINE SYSTEMS OR DEVICES/PARTS NO/			CPC 47850-51 NMFC 47850-51 116030-51	
	2 PRINTED MATTER			CPC 64100 NMFC 181870	
	SUB TOTAL PIECES			SUB TOTAL WEIGHT	
	CARRIER SIGNATURE			DATE	
	SHIPPER PER				
	TOTAL PIECES SHIPPED			NO. OF SKIDS	TOTAL WEIGHT
FAILURE TO ATTACH BILL OF LADING COPY NO. 7 WITH FREIGHT INVOICE WILL DELAY PAYMENT					
CARRIER SUBMIT FREIGHT INVOICES TO DIGITAL EQUIPMENT CORPORATION C/O CHASE TRANS-INFO P.O. BOX 3149 UNION, N.J. 07083					

254.0 mm
[10.0 in]

215.9 mm
[8.5 in]

16.1 STRAIGHT BILL OF LADING COMPLETION REQUIREMENTS

To complete a straight bill of lading form (in lieu of the carriers bill of lading form) the requirements are as follows. Refer to Figure 29 for an example. The call out numbers on the figures match the referenced numbers in these requirements.

1. "Digital Logo", "Company Name", "Address": The information always located in the upper left hand corner. It is the legal name of the Digital in the country involved.

United States example:

"Digital Equipment Corporation"

Australia example:

"Digital Equipment Corporation"
(Australia) Pty. Limited"

The "Carrier: For Assistance Call:" The telephone number of the Digital organization the carrier can call that is responsible for answering questions and resolving problems with the delivery process.

2. "Bill of Lading No.": This is a number that uniquely identifies this transaction.
3. There are two order control numbers that must be printed. A horizontal row of 2-5 identification numbers should appear directly below the Digital Logo, Address, Telephone number, and Bill of Lading Number. Below are the numbers required to print.
 - a. "Customer Order No.": The Purchase Order Number, Government Delivery Number, or other government order type.
 - b. "Shipper Reference No.": An alphanumeric field consisting of three records:
 - charge code
 - shipment type
 - reference number (DEC number)
4. Orig Code: The originating plant shipping location code, when applicable.
5. "Dest Loc Code": The Digital destination plant shipping location code, when applicable.
6. "Ship Date": The date (in the upper right-hand) that the document is issued by Digital. It will be formatted according to country custom.

Format: dd month yyyy

Example: 4-FEB-89

7. "Required Delivery Date": This is the date that the order is required to be physically delivered to the Customer's site.
8. "Transportation Terms": The method of payment for transportation that has been contractually agreed to between Digital and the Customer. The choices are:
 - Prepaid
 - Prepaid and add
 - Collect

9. "Delivery Carrier": The name of the carrier who will make the delivery to the Customer's site.
10. "Carrier No.": (Carrier Reference Number) The number assigned by the delivery carrier to trace, track, and invoice Digital for a shipment.
11. "Shipper": The legal address of the Digital shipping location that is tendering the shipment to the carrier. It consists of at least three lines: the legal name of the Digital in the country involved, the street address, city, state, and ZIP code (or City, Province).
12. "Deliver to (Consignee)": The name of the person or business and the address to whom articles are to be shipped. The name, address, city, state, and Zip Code as well as any particulars identifying the location (building, floor, office). The last two lines in this box contain a Customer contact name and phone number for any delivery notification or problem.
13. "Special Delivery Instructions": An area is reserved for text that will contain instructions that will enable the order to be delivered. Examples of the type of information are:

Inside Delivery to Customer-Designated Site
Use dock door #17
Deliver Before 4 PM
Dock Closed 11-1 pm
14. "Pieces": The number of containers.
15. "Weight": The total weight of the pieces. This will be in S.I. measurement (kilograms) per DEC STD 015-0 only. For shipments with U.S. origin and destination the weights should be in pounds (lbs).
16. "Subtotal Pieces": The subtotal number of pieces.
17. "Subtotal Weight": The subtotal of weights in kilograms or pounds per country custom.
18. "Total Pieces Shipped": The total number of containers.
19. "No. of Skids": The total number of pallets used for consolidation, shipping, and handling, when applicable.
20. "Total Weight": The sum in kilograms of the subtotals in this column or pounds per country custom.

Figure 29: Completed Straight Bill of Lading

digital ™		RECEIVED SUBJECT TO THE CLASSIFICATION AND LAWFULLY FILED TARIFFS OR CONTRACTS IN EFFECT ON THE DATE OF THIS BILL OF LADING.	
DIGITAL EQUIPMENT CORPORATION		STRAIGHT BILL OF LADING	
CARRIER: FOR ASSISTANCE CALL: (617) 351-4328		BILL OF LADING NO. 145385	
1		2	
SHORT FORM		ORIGINAL NOT NEGOTIABLE	
CUSTOMER ORDER NO. BG377-10306	SHIPPER REFERENCE NO. P380-1-85047085X	ORIG CODE CC	DEST LOC CODE
3A	3B	4	5
7	8	9	6
REQUIRED DELIVERY DATE 10-FEB-90	TRANSPORTATION TERMS PREPAY + ADD	DELIVERY CARRIER GOTHAM EXPRESS	SHIP DATE 4-FEB-90
SHIPPER DIGITAL EQUIPMENT CORPORATION Digital Drive Westminster, MA 01473		BRISTOL BABCOCK CORPORATION/M.I.S. DIV. 18223 Coventry Avenue Allenboro, CT 06710 Attn: Sandra Adkins (203) 577-7782	
11		12	
SPECIAL DELIVERY INSTRUCTIONS MUST BE DELIVERED ON REQUIRED DELIVERY DATE, EARLY/LATE NOT ACCEPTABLE			
13 Inside delivery - Second floor No Receiving Dock - power tailgate			
PIECES	DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS	WEIGHT	
14	9 1 DATA PROCESSING MACHINE SYSTEMS OR DEVICES/PARTS NO/ CFC NMFC 47 47850-51 880-51 116030-51	15 254	
1	2 PRINTED MATTER CFC NMFC 64100 181870	22	
10 SUB TOTAL PIECES CARRIER SIGNATURE DATE SUB TOTAL WEIGHT			17 276
SHIPPER PER			
1 DATA PROCESSING MACHINES SYSTEMS OR DEVICES/PARTS NO/ CFC NMFC 47850-51 4780-51 116030-51			
2 PRINTED MATT NMFC CFC 64100 181870			
SUB TOTAL SUB TOTAL			
PIECES CARRIER SIGNATURE DATE WEIGHT			
SHIPPER PER			
18	10 TOTAL PIECES SHIPPED 2 NO OF SKIDS	19 276	20
FAILURE TO ATTACH BILL OF LADING COPY NO. 7 WITH FREIGHT INVOICE WILL DELAY PAYMENT.			
CARRIER SUBMIT FREIGHT INVOICES TO DIGITAL EQUIPMENT CORPORATION C/O CHASE TRANS-INFO P.O. BOX 3149 UNION, NJ. 07083			

17 CARRIER MANIFEST

The Carrier Manifest is a multipart form, one is required (per trailerload). This form is generated by the facility responsible for confirming the Final Customer Revenue shipment that triggers Customer Invoicing.

Each area (U.S., EUR, and GIA) must refer to their country specific or area-wide requirements. Those requirements should be documented and forwarded to this standard owner for inclusion in the text of this specification. Refer to Figure 30 and Figure 31 for examples. Refer to Figure 36 for placement.

Figure 30: Carrier Manifest

CARRIER MANIFEST													
Manifest Origin		Date Shipped -MM/DD/YY		Time Shipped --24 hour		Manifest Destination		Vehicle No.		Container No.		Suncontainer No	
Mode	Svc.	Billing Carrier		Contract Carrier		Carrier Code		Pro Number		Date Delivered-MM/DD/YY		Time Delivered 24 Hour	
CONTROL NUMBER	REFERENCE NUMBER	SHIP TERM	ORIGINAL SHIP LOCATION		FINAL DESTINATION		CC CODE	SEQ CODE	PIECES	(KIND) PACKAGE TYPE	WEIGHT AMOUNT	HZ TY	
			LOC	STKR	LOC	STKR							
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

Manifested By _____ Time/Date _____ Badge # _____
Driver Name _____ Time/Date _____ Badge # _____
Received By _____ Time/Date _____ Badge # _____

TOTAL		
Pieces	Weight	Un

17.1 CARRIER MANIFEST REQUIREMENTS

Carriers either use their own manifest or only require a Bill of Lading. Refer to Figure 31 for an example. The Digital Carrier Manifest is required in the following situations.

1. For the interplant movement of Customer order shipments when the carrier is the Digital Fleet.
2. For padded van/truckload Customer order shipments.

To print computer-generated manifests, refer to the Computer-Based Instructions (CBI) found in the Domestic Material Tracking (DMT) System. For hardcopy instructions refer to DMT-UG-2PO, *Domestic Material Tracking Users Guide* or the reverse side of the preprinted manifest form. For more information contact U.S. Customer Distribution.

Figure 31: Completed Carrier Manifest

CARRIER MANIFEST													
Manifest Origin ASO		Date Shipped -MM/DD/YY 02/01/90		Time Shipped --24 hour 13:06		Manifest Destination WMO		Vehicle No. P30		Container No. 7732		Suncontainer No.	
Mode Svc.		Billing Carrier FLEET		Contract Carrier		Carrier Code DEC FLEET		Pro Number		Date Delivered-MM/DD/YY 02/02/89		Time Delivered 24 Hour 12:00	
CONTROL NUMBER	REFERENCE NUMBER	SHIP TERM	ORIGINAL SHIP LOCATION		FINAL DESTINATION		CC CODE	SEQ CODE	PIECES	(KIND) PACKAGE TYPE	WEIGHT AMOUNT	HZ TY	
			LOC	STKR	LOC	STKR							
1	IC89010	89033423Y	P	ASO	13	WMO		077		1	CT	13.0	
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

Manifested By Bruce Smith Time/Date 12:47 2/1/90 Badge # 11752

Driver Name Paul Jones Time/Date 13:30 2/1/90 Badge # 1348375

Received By Dave Smith Time/Date 11:50 2/2/90 Badge # 07824

TOTAL		
Pieces	Weight	Un
1	13.0	M

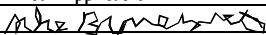
DEC DRIVER DESTINATION ORIGINAL INTERPLANT
TO BE RETURNED BY FLEET DRIVER TO FLEET ADMIN.

EN-01510-04

18 CUSTOMER WAIVER DOCUMENT

One Customer Waiver form is required per waiverable condition as defined in EL-MF005-00 *Manufacturing Waiver Process*. This document is generated by any facility shipping finished goods when authorized by Order Management Services (OMS). For Customer Waiver Completion Requirements refer to EL-MF005-00 *Manufacturing Waiver Policy* for specific completion requirements. Refer to Figure 32 for an example. Refer to Figure 36 for placement.

Figure 32: Customer Waiver Document

DIGITAL		CUSTOMER ORDER WAIVER DOCUMENT		DATE		3 FEB 1990	
DEC NO.: 89033423Y		REVISION: A2					
CUSTOMER NAME:: Bristol Babcock Corporation							
SALES OFFICE/DISTRICT: Allenboro Conneticut				SYSTEM TYPE OR OPTION: 865XB-AE			
LINE ITEM: 7.0		MODEL/PART: LA100-BA			QTY.: 1		
WAIVER CATEGORY: Partial Shipment							
EXPLANATION/REASON/ACTION REQUIRED: LA100-BA quantity unavailable for shipment until 12 FEB 1990							
CLOSURE REQUIRED: Reschedule Shipment		CLOSURE DATE: 12 FEB 1990					
CLOSURE RESPONSIBILITY:		Mike Brennan (BTO QA MGR.)					
AREA MANAGEMENT CENTER (AMC):		Elaine Marcus					
MFG. FIELD ASSISTANCE: (REQUESTOR)							
COMMENTS: (ACTION TAKEN PRIOR TO APPROVAL):		Obtained Customer approval Contacted the CAS organization in order to get approval for partial from Customer since order was flagged "MUST SHIP COMPLETE"					
CONTACTS:							
PRODUCTION CONTROL:		Paula Patrikas					
SALES:		Sandra Smith					
FIELD SERVICE.*		Alan Parsons					
CUSTOMER SERVICE SYSTEM ENG.:*		Not applicable					
OTHER.*		Not Applicable					
(PLANT) QUALITY (SIGNATURE):							
*IF APPLICABLE							
QUALITY/CUSTOMER SATISFACTION:							
FROM/APPROVAL:		Eugene Bennett			DTN: 297-6540		

19 MANUFACTURING QUALITY FEEDBACK INFORMATION FORM

One Feedback Information Form, per system, is required to ship to a Customer. It may be placed in the Customer envelope, or in the System/CPU box per Product Management/Specifications. The manufacturing plant is required to provide this form for shipment. Manufacturing sites should refer to specific documentation for the appropriate DEC feedback form to be included with individual unit packages.

NOTE

If no Feedback Form is required per CPU specifications, use the form EN01329-12, as shown in Figure 33 for U.S. and Canadian manufacturing, and 41-42308-00 as shown in Figure 34 for European/GIA manufacturing.

19.1 MANUFACTURING FEEDBACK INFORMATION FORM COMPLETION REQUIREMENTS

To complete a Manufacturing Feedback Information Form the following fields must be typed in by the system manufacturing site prior to shipment. Refer to Figures 33 and Figure 34 for examples. Refer to Figure 36 for placement.

1. Customer: The Customer's name as it appears on the order. This field is labeled "Customer name" on the European form.
2. DEC No.: The unique 9-digit number assigned by Digital to each Customer order. This field is labeled "DEC NUMBER" on the European form.
3. Ship Date: The date that the feedback information form is issued by the Digital systems manufacturing plant. It will be formatted according to country custom.

Format: dd month yyyy

Example: 1 February 1989

4. System Type: The upper level option model/part or name. The field on the European form is labeled "System Processor Type Variant". If multiple CPU systems are shipped, then one form per CPU is required.
5. Ship Plant/Build Area: The system manufacturing plant site code identifier. On the European Form this field is labeled "Mfg. Plant Variant".

NOTE

It is not necessary to complete the remainder of the form prior to shipment. The person installing the system and peripherals completes the remaining sections of the form.

Figure 33: Feedback Form for U.S. and Canadian Origin Only

[illegible]

EN-01329-12

Figure 34: For European Origin Only

[illegible]

41-42308-00

20 CUSTOMER ENVELOPE

One Customer Envelope *per shipment* must be placed within the container identified as piece # 1. Additional Customer Envelopes may be used to prevent overstuffing. Mark the envelopes 1 of (total), 2 of (total), and so forth, in the lower right-hand corner when more than one envelope is used. The generation of this envelope is the responsibility of the final distribution site that ships to the Customer. Refer to Figure 35.

20.1 CUSTOMER ENVELOPE COMPLETION REQUIREMENTS

One Final/Customer Address label will be placed in the center of the Customer Envelope in the location specified on the envelope.

NOTE

This label is identical to those placed on each shipping container with the exception of Field Number 7. Field number 7. is "PIECE (A) OF (B)."

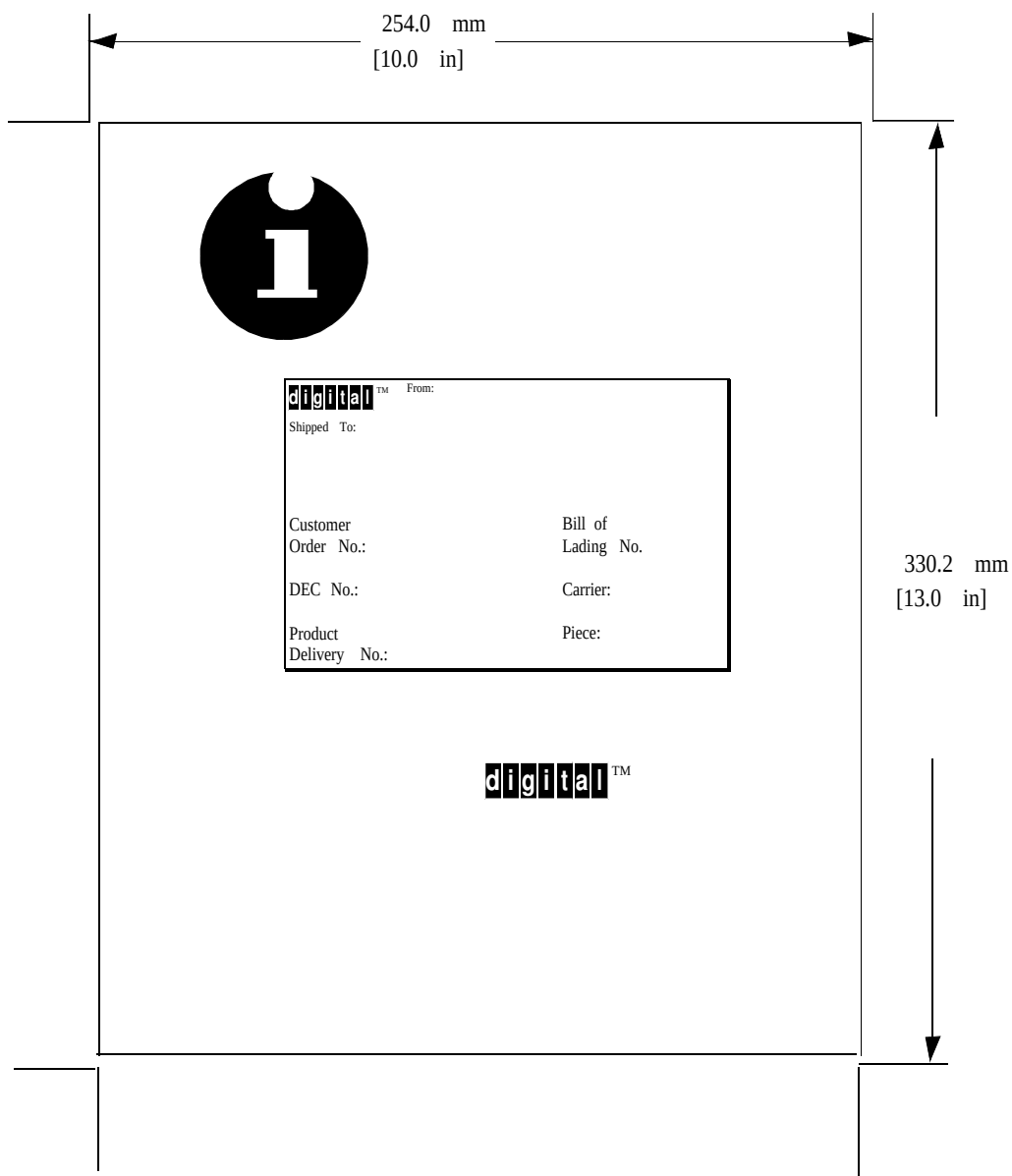
Refer to Section 3 for more information on the Final/Customer (Address) label. Since this label is being applied to the Customer Envelope versus a container, only the total number of pieces is printed.

Because the documentation forwarded with each order/shipment is utilized by both installers and Customers, it is important to adhere to these requirements.

- Documents placed in this envelope must be legible and neat in appearance.
- Documents placed in this envelope must be inserted neatly and in the following sequence.
 1. Product Delivery Document should always be on top/first.
 2. Customer Waiver Form (when applicable).
 3. Content Listings should be sequenced by size.
 4. Configuration Sheets/XCON or CCD documents.
 5. Feedback Forms (when applicable).

NOTE

When the Product Delivery Document is the only document going to the Customer, a Customer Envelope is not required. The gold copy of the Product Delivery Document is placed in the transparent, water-resistant envelope along with the pink copy.

Figure 35: Customer Envelope

21 REQUIRED DOCUMENTATION LOCATIONS

All required Customer documentation must be placed in the locations specified in the following table.

Figure 36: Document Distribution/Placement

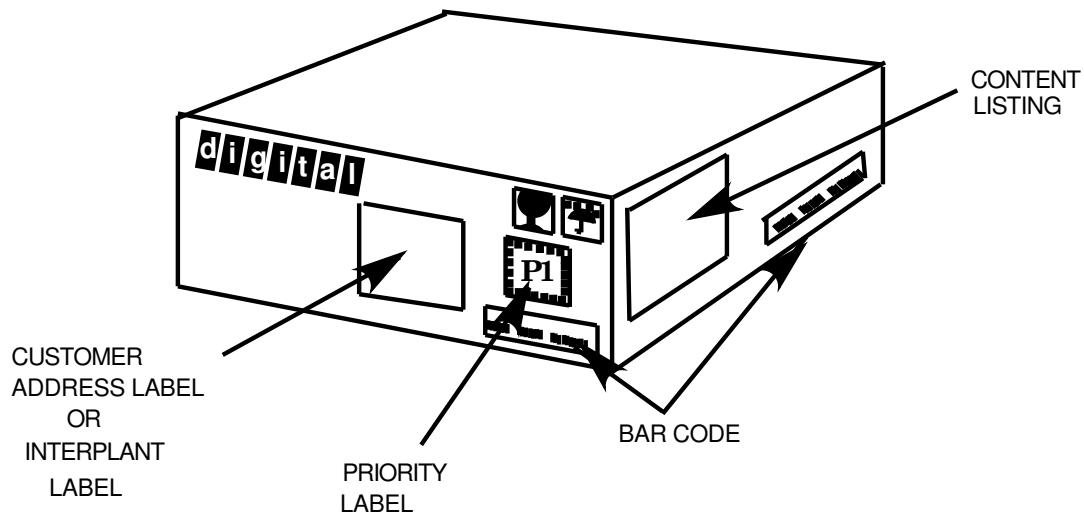
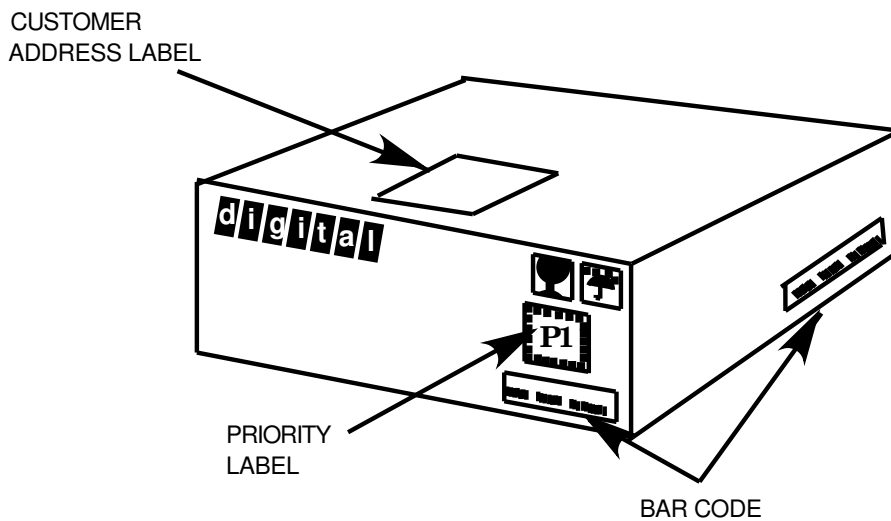
Operation Document	Plant Record Retention	Affixed To or Inside Container	Transparent Water- Resistant Envelope	Customer Envelope	Carrier	Shipping or Distribution Record Retention
Product Delivery Document	N/A	N/A	pink copy	gold copy	N/A	white copy Record Retention
Content Listing	N/A	Affix to outside of container	pink copy See note	pink copy See note	N/A	N/A
Parts List	N/A	Inside Container	N/A	N/A	N/A	N/A
XCON/ Configuration Sheet	one copy	N/A	one copy See note	one copy	N/A	N/A
Bill of Lading	N/A	N/A	N/A	N/A	two copies	one copy
Carrier Manifest	N/A	N/A	N/A	N/A	two copies	one copy
Customer Waiver	one copy	N/A	one copy See note	one copy	N/A	one copy
Mfg. QA Feedback	N/A	N/A	one copy See note	one copy	N/A	N/A

NOTE

These documents are placed in the transparent water-resistant envelope by the manufacturing sites and transferred to the Customer Envelope by the final distribution site.

21.1 INTERPLANT LABEL AND OTHER DOCUMENTS FOR INTERPLANT SHIPMENT

Figure 37 shows the placement of labels and other documents for interplant shipments of finished goods to remote Distribution Centers, Consolidation Centers, and Stockroom Warehouses.

Figure 37: Interplant Labels and Documents for Finished Goods**ROUTINE SHIPMENT****SMALL PACKAGE SHIPMENT**

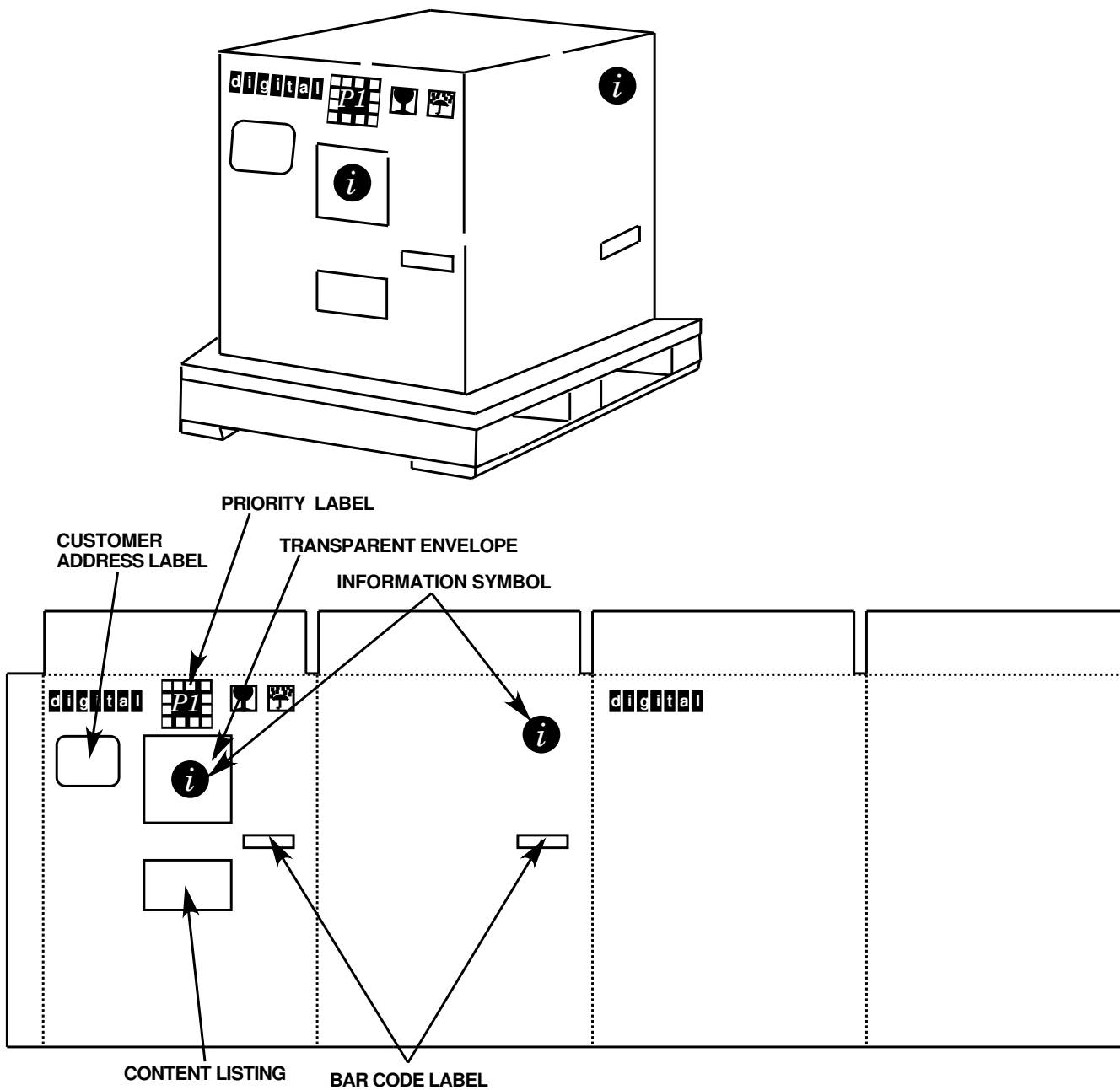
21.2 FINAL/CUSTOMER DOCUMENT LOCATIONS

Figure 38 represents the final/Customer and document locations for final end-user shipments of finished goods to end-users or subsidiaries.

The Customer Envelope is created by the final Customer distribution site shipping to the end-user Customer. Only one Customer Shipping Envelope shall be used per shipment.

If the Product Delivery Document is the only document going to the Customer, a Customer envelope is not required. The gold copy of the Product Delivery Document shall be placed in the Transparent, Water-Resistant Envelope along with the pink copy.

Figure 38: Final/Customer and Document Locations for Final End-User Shipments



22 EXPORT DOCUMENTATION REQUIREMENTS

For specific information regarding exporting, contact the Corporate Export Office in Washington, DC.

Export requirements are as follows:

- Dimensions and weight of shipping containers must be identified on Content Listings for Export purposes.
- The ultimate destination address must be available for printing on shipping labels /documents for all direct foreign shipments which bypass subsidiaries.

22.1 GEOGRAPHIC/COUNTRY RESTRICTIONS

Specific documents are required by the U.S. Government for the export of some product types. Contact the Corporate Export Administration Group located in Washington, DC. for more information.

APPENDIX A FUNCTIONAL REQUIREMENTS FOR PRODUCT DELIVERY DOCUMENT

The following figures are examples of the functional requirements written to show how the Product Delivery Document matches the Order Acknowledgment Document.

The main objective is to ensure data integrity between the two forms so that receiving, inventory, installation, and invoicing can be performed in a timely manner reducing Days Sales Outstanding (DSO) issues relative to discrepancies between what was ordered, versus scheduled, versus shipped.

A.1 ORDER ACKNOWLEDGMENT AND PRODUCT DELIVERY DOCUMENTS

Figures 39 through 44 are examples of an Order Acknowledgment and an accompanying example of a Product Delivery Document.

The Figures represent examples that identify how the Acknowledgment and Delivery Document should appear when there is:

- One DEC number, shipping from one location
- One shipment
- All line items open

Figure 39: Order Acknowledgment Sheet 1 of 2

		ACKNOWLEDGMENT		Document Issue Date 10 July 1990			
Digital Equipment Corporation 433 South Main St. Hartford, CT 06110 FOR assistance call (203) 244-8100							
Customer Order No.		Dec. No.					
999C0508 2140		900264990					
Bristol Babcock Corporation 40 Bristol St. Waterbury, Ct. 06708		Shipped To Attention: Accounts Payable Dept. (203) 577-7782 Bristol Babcock Corporation 18223 Coventry Ave. Allenboro, CT. 08710					
Invoiced To Attn: Accounts Payable Bristol Babcock Corporation 44 Mt. Pleasant Street Hartford, CT. 06110							
Line-Item	Model No.	Description	Sched Delivery	Quantity	Disc.	Exception Unit Price	Net Amt.
1.0	865XB-AE	8650 QK001-UX 16B 120/60	10Feb89	1		400,000.00	400,000.00
2.0	RA81-AA	45MB 16B DISK 120/60 NO CAB	10Feb89	4	17%	19,000.00	63,080.00
3.0	TU81E-AA	TU81-PLUS. UNIBUS 60 HZ	10Feb89	1	17%	25,000.00	21,360.00
4.0	DSRVA-AA	8 LINE TERMINAL SERVER W/CENTRY	10 Feb89	1	20%	2,950.00	2,360.00
5.0	DFM32-M	MULTIFUNCTIONS: 8 ASYNC. 1 SYN. 1LP	10 Feb89	1	20%	2,815.00	2,252.00
6.0	CK-DMF32-LD	CAB KIT MULTIFUNCTION VAX. PDP11	10 Feb89	1	20%	1,275.00	1,975.00
7.0	LA100-BA	XSR TERM W/TRACTOR US/120V	10 Feb89	1		2,195.00 (220.00)	1,975.00
8.0	VT220-F2	A/M VIDEO TERMINAL - AMBER 120V	10Feb89	8		580.00	4,640.00
9.0	VT220-AA	VT220 COUNTRY KIT US/CANADA	10Feb89	8	17%	215.00	1,720.00
10.0	RA81-JA	(4) RA81-AA W/4 HI CAB 120/60	10Feb89	1		24,000.00	24,000.00
11.0	MS86-DA	64MB ECC IMB 8600 EXP MEMORY	10Feb89	1		1,200.00	1,250.00
12.0	BC26V-12	SHIELDED SI CABLE 12 FT	10Feb89	1		3,500.00	3,500.00
13.0	DEPCA-KA	NETWORK INTEGRATION PACKAGE	10Feb89	1		550.00	550.00
14.0	QK310-HM	VAX DECALC UPO 16MT9	10Feb89	1		1,250.00	1,250.00
15.0	QK898-HM	VAX DTR UPO 16MT9	10Feb89	1		450.00	450.00
FOB Westminister, MA. Ship Via: Surface Transportation Prepaid Terms: Special Instructions			Special Instructions: Inside Delivery - Second floor No receiving dock - power tailgate				
Page 1 of 2							

Figure 40: Order Acknowledgment Sheet 2 of 2

		ACKNOWLEDGMENT		Document Issue Date 10 July 1990			
Digital Equipment Corporation 433 South Main St. Hartford, CT 06110 IOR assistance call (203) 244-8100							
Customer Order No.		Dec. No.					
999C0508 2140		900264990					
Bristol Babcock Corporation 40 Bristol St. Waterbury, Ct. 06708		Shipped To Attention: Accounts Payable Dept. (203) 577-7782 Bristol Babcock Corporation 18223 Coventry Ave. Allenboro, CT. 08710					
Invoiced To Attn: Accounts Payable Bristol Babcock Corporation 44 Mt. Pleasant Street Hartford, CT. 06110							
Line-Item	Model No./ Part No.	Description	Sched Delivery	Quantity	Disc.	Exception Unit Price	Net Amt.
16.0	QK897-HM	VAX DTR UPO 16MT9	10Feb89	1		950.00	950.00
17.0	QK099-HM	VAX COBOL UPO 16MT9	10Feb89	1		950.00	950.00
18.0	QK095-HM	VAX BASIC UPO 16MT9	10Feb89	1		950.00	950.00
							519,392.00
							(6,500.00)
							1,325.00
							25,710.85
							\$488,506.15
DIGITAL STANDARD TERMS AND CONDITIONS APPL. AND CONDITIONS APPL. IN ADDITION, THE FOLLOWING LINE ITEMS ARE AFFECTED BY OTHER TERMS. LINE ITEMS 2.0, AND 3.0 AND 10.0: QDA DISCOUNT AGREEMENT BETWEEN BRISTOL BABCOCK CORPORATION AND DIGITAL APPLIES. LINE ITEMS 4.0, 5.0, AND 6.0: MND A 76113 DISCOUNT AGREEMENT BETWEEN BRISTOL BABCOCK CORPORATION AND DIGITAL APPLIES.							
FOB Westminister, MA. Ship Via: Surface Transportation Prepaid Terms: Special Instructions		Special Instructions: Inside Delivery - Second floor No receiving dock - power tailgate					
Page 2 of 2							

Figure 41: Product Delivery Document Sheet 1 of 3

digital		Product Delivery Document		Document Issue Date	
Digital Equipment Corporation 433 South Main St. Hartford, CT 06110 For assistance call (203) 244-8100				23 July 1990	
Customer Order No. 999C0508 2140		Dec. No. 900264990		Product Delivery No. IJ67240	
Shipped To Attn: Sandra Adkins (203) 577 - 7782 Bristol Babcock Corporation 18223 Coventry Ave Allenboro, CT. 06710			Invoiced To Attn: Accounts Payable Dept. Bristol Babcock Corporation 44 Mt. Pleasant Street Hartford, CT 06708		
Line-Item	Model/Part No.	Description - Serial No.	Quantity		Exceptions
	Ordered	Shipped	Scheduled	Shipped	
1.0	865XB -AE	-	1	-	
1.1	-	CONSISTS OF: BC22D-25	-	1	
1.2	-	BC22E-25	-	1	
1.3	-	DF11-AM MODEM-US/CAN HOUSE AS00123456	-	1	
1.4	-	-KA86-40	-	1	
1.5	-	MS86-CA *	-	1	
1.6	-	-KA865-42	-	1	
1.7	-	DW780-CA *	-	1	
2.0	RA81-AA	RA81-AA *	4	4	
3.0	TU81E-AA	-	-	1	
3.1	-	TU81E-CA	-	1	
3.2	-	TU81K-CP	-	1	
Total Number of Pieces 8		Special Instructions INSIDE DELIVERY			

EN-03606-03 0000 Customer Receiving Department Original Page 1 of 3

Figure 42: Product Delivery Document Sheet 2 of 3

digital		Product Delivery Document		Document Issue Date		
Digital Equipment Corporation 433 South Main St. Hartford, CT 06110 For assistance call (203) 244-8100				23 July 1990		
Customer Order No. 999C0508 2140		Dec. No. 900264990		Product Delivery No. IJ67240		
Shipped To Attn: Sandra Adkins (203) 577 - 7782 Bristol Babcock Corporation 18223 Coventry Ave Allenboro, CT. 06710			Invoiced To Attn: Accounts Payable Dept. Bristol Babcock Corporation 44 Mt. Pleasant Street Hartford, CT 06708			
Line-Item	Model/Part No.		Description - Serial No.	Quantity		Exceptions
	Ordered	Shipped		Scheduled	Shipped	
4.0	DSRVA-AA	DSRVA-AA	8 LINE TERMINAL SERVER AS61545678	1	1	
5.0	DMF32-M	DFM32-M	QUANTITY OF 1 PREINSTALLED IN LINE #1.4 MULTIFUNCTION:ASYNCR, ISYNCR AS61654321	1	1	
6.0	CK-DMF32-LD	CK-DMF32-LD	CAB KIT MULTIFUNCTN V PDF11 AS61365432	1	1	
7.0	LA100-BA	LA100-BA	KSR TERM W/TRACTOR US/120V AB61187543	1	1	
8.0	VT200-FA	VT200-FA	A/N VIDEO TERM AMBER 120V PN62712345, PN62786754 PN62757981, PN62754321 PN62754322, PN62754323 PN62754324, PN62754325	8	8	
9.0	VT22K-AA	-	VT220 COUNTRY KIT US/CAN	8	-	
9.1		LA201-AA	KBD/PWR CRD, USA/CAN PC100 PC612067891, B061402352 B0612067890, B061490235 B0612876421, B061257231 B0612876422, B061287642	-	8	
9.2		VT220-KA	US COUNTRY KIT AS228685543, AS22885544 AS228554431, AS22883456 AS228796532, AS22877600 AS228456332, AS22877995	-	8	
Total Number of Pieces 8			Special Instructions: Inside Delivery - Second Floor No receiving dock - power tailgate			
EN-03606-03 0000			Customer Receiving Department Original		Page 2 of 3	

Figure 43: Product Delivery Document Sheet 3 of 3

		Product Delivery Document		Document Issue Date 23 July 1990		
Digital Equipment Corporation 433 South Main St. Hartford, CT 06110 For assistance call (203) 244-8100			Customer Order No. 999C0508 2140		Dec. No. 900264990	
			Product Delivery No. IJ67240			
Shipped To Attn: Sandra Adkins (203) 577 - 7782 Bristol Babcock Corporation 18223 Coventry Ave Allenboro, CT. 06710			Invoiced To Attn: Accounts Payable Dept. Bristol Babcock Corporation 44 Mt. Pleasant Street Hartford, CT 06708			
Line-Item	Model/Part No.		Description - Serial No.	Quantity		Exceptions
	Ordered	Shipped		Scheduled	Shipped	
10.0	RA81-JA	-	(4) RA81-AA W/4 HI CAB 120	1	1	
10.1	-	CONSISTS OF: H9CAB-BA	UL APPROVED CABINET DRIVE CX61083583	-	1	
10.2	-	RA81-AA *	QUANTITY OF 4 PREINSTALLED IN LINE # 10.1 456MB 16B DISK 120V60 NOCAB CX61643211, CX61644650 CX61822357, CX61987391	-	4	
Total Number of Pieces 8			Special Instructions: Inside Delivery - Second Floor No receiving dock - power tailgate			
EN-03606-03 0000			Customer Receiving Department Original		Page 3 of 3	

Figure 44: Product Delivery Document for Software

		Product Delivery Document		Document Issue Date 23 JULY 1990		
Digital Equipment Corporation 433 South Main St. Hartford, CT 06110 For assistance call (203) 244-8100			Customer Order No. 999CO5082140		Dec. No. 900264990	
Digital Equipment Corporation. Software Distribution Center Digital Drive, Westminister MA 01473-0471			Product Delivery No. IJ67240			
Shipped To Attn: Sandra Adkins (203) 577 - 7782 Bristol Babcock Corporation 18223 Coventry Ave Allenboro, CT. 06710 CUSTOMER ORDER NO. 999CO5082140 DEC NO. 900264990 Pieces 1 (total) 1 PRODUCT DELIVERY NO. IJ67240			Invoiced To Attn: Accounts Payable Dept. Bristol Babcock Corporation 44 Mt. Pleasant Street Hartford, CT 06708			
Line-Item	Model/Part No.		Description - Serial No.	Quantity		Exceptions
	Ordered	Shipped		Scheduled	Shipped	
14.0	QK310-HM	QK310-HM	VAX DECCALC UPD 16MT9	1	1	
15.0	QK898-HM	QK898-HM	VAX DTR UPD 16MT9	1	1	
16.0	QK897-HM	QK897-HM	VAX DTR UPD 16MT9	1	1	
17.0	QK099-HM	QK099-HM	VAX COBOL UPD 16MT9	1	1	
18.0	QK095-HM	QK095-HM	VAX BASIC UPD 16MT9	1	1	
Total Number of Pieces 1			Special Instructions: Line items 1.0 - 13.0 = Seperate Shipment inside delivery - second floor No receiving dock - power tailgate			Page 1 of 1

A.1.1 EXCEPTION NOTES

Figure 45 is an example that identifies various exception column notes. These notes are printed under varying circumstances and are dependent upon the type of discrepancy that exists between the Order Acknowledgment Form and the Product Delivery Document.

Figure 45: Exception Note Examples Sheet

digital		Product Delivery Document		Document Issue Date		
Digital Equipment Corporation 433 South Main St. Hartford, CT 06110 For assistance call (203) 244-8100				23 July 1990		
Customer Order No. 999C0508 2140		Dec. No. 900264990		Product Delivery No. IJ67240		
Shipped To Attn: Sandra Adkins (203) 577 - 7782 Bristol Babcock Corporation 18223 Coventry Ave Allenboro, CT. 06710			Invoiced To Attn: Accounts Payable Dept. Bristol Babcock Corporation 44 Mt. Pleasant Street Hartford, CT 06708			
Line-Item	Model/Part No.		Description - Serial No.	Quantity		Exceptions
	Ordered	Shipped		Scheduled	Shipped	
4.0	DSRVA-AA	DSRVA-AA	8 LINE TERM SERVER W/CENTRY AS61545700	1	2	Customer increased Qty. ordered
5.0	DMF32-M	DMF32-M	QUANTITY OF 1 PREINSTALLED IN LINE #4.0 <u>MULTIFUNCTION:8ASYNC, ILP</u> AS61654321	1	1	
6.0	CK-DMF32	-	CAB KIT MULTIFUNCTION PDP11	1	0	Customer cancelled CK-DMF32
7.0	LA100-BA	-	KSR TERM W/TRACTORUS/120V	1	0	1 BK-Ordered Arrive 12 Feb 91
8.0	VT220-AA	VT220-AA	A/N VIDEO TERMINAL -AMBER AS90134567, AS90134568 AS90134569, AS90134570	8	4	4 Bk -Ordered Arrive 12 Feb 91
Total Number of Pieces 7			Special Instructions: Inside Delivery - Second Floor No receiving dock - power tailgate			
EN-03606-03 0000			Customer Receiving Department Original		Page 1 of 3	

APPENDIX B A CHECKLIST FOR HARDWARE AND SOFTWARE ORDERS

SECTION A: A CHECKLIST FOR HARDWARE ORDERS ONLY

For Use Within Product Manufacturing and Packaging Processes

SECTION A of the Assessment Checklist is a tool for Manufacturing/Distribution plants to use in determining product/process conformance to the DEC STD 178-8.

Section A Assessment Checklist focuses on measuring the product and loose piece accessories (if applicable) against the product bill of materials and other relevant product requirements.

NOTE

This is a general criteria checklist and may not apply to the particular product /process being audited. In this case write "N/A" in the first column.

Section A: For Use Within Product Manufacturing & Packaging Processes

Date of Audit:_____ Auditor's Name:_____ Badge Number:_____

Customer DEC (if applicable):_____ Source Site(s):_____

Control Number (Page Number or Transfer Sheet Number):_____

Describe the product container being audited (list sourceable/saleable part number):
_____List the individual products within the box by part number and/or attach a Content Listing form:
_____Check the Product and Contents against the Product BOM (Bill Of Materials) for accuracy.

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOTCODE
1. OPEN THE BOX, CHECK THE PRODUCT(S)					
1a. Are the part numbers on the products (2-5-2)?					
1b. Are Rev. levels on the Products (.4)?					
1c. Is the serial number/date/lotcode on the product? (2 letter site code, 3 digit datecode, and 5 digit unique serial or lotcode)					
1d. Are Bar Code Labels (BCL) used?					
1e. Is the Parts List form present?					
1f. Is the Parts List form correctly completed?					
If yes, is the sequence: part number, rev., and serial number?					
2. CONTENTS OF BOX VS. BAR CODE LABEL					
2a. Is there only 1 Sourceable Part (no loose pieces and no pre-installed options (1 physical piece/part in box)?					
2b. If yes, does part number, rev., serial number, and the product match the box BCL? (If yes, go to item 9, no Content Listing (CL) is needed.)					
3. BOX VS. BAR CODE LABEL					
3a. Is the box greater than 1 cubic ft.?					
If yes, are there 2 BCLs?					
If no, is there 1 BCL?					
3b. Is the sequence: part number, rev., serial number?					

SECTION A: For Use Within Product Manufacturing and Packaging Processes

[continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
3c. Is the BCL placed in the location(s) per DEC STD 178-4, tick marks on box?					
4. PRODUCT VS. CONTENT LISTING (CL)					
4a. Are there "Consists of" parts? (Sourceable option is not physically contained/touchable inside the box.)					
If Sourceable option is physically contained, are there "Accessories"?					
5. CONTENT LIST (CL)					
5a. Is the date format in upper/lower case? (dd Month yyyy) (NO HYPHENS)					
5b. Is the "DEC no." or "Refer to Delivery Document or Ship-To label" listed?					
If the "DEC no." is identified are the line and sub-line item numbers listed?					
5c. Are there "Pre-installed part(s)"?					
If no, go to item 6.					
If yes, are the line items listed and followed by the part number in the "Model Number Shipped" column?					
5d. Is the legend "*" = Pre-Installed Part" listed in the description column?					
5e. Is the "Part Description" printed followed by the legend "Accessories"? Below, list part numbers only, no description.					
6. MATCH PRODUCT TO CONTENT LIST					
6a. Do Product part numbers match CL?					
6b. Is the product description printed in the Description column for line and sub-line items only?					
6c. Are there loose pieces?					
If yes, are the part numbers listed under "Consists of" or "Accessories" in the "Description" column?					
If no, go to item 6d.					

SECTION A: For Use Within Product Manufacturing and Packaging Processes

[continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
6d. Does the serial/date/lot code number on the Product match EXACTLY the number on the CL? (Do not list tracking numbers.)					
6e. Do the revision levels on the CL match the current product rev. level?					
6f. Is "--- LAST ITEM ---" printed after the last part number?					
6g. Is "List___of___" filled in to match the number of CL forms on the box?					
6h. If this is a GIA/EUR order, are the blanks for L, W, H, and Weight filled in?					
6i. If yes, Are the L, W, and H in mm, and the Weight in Kg?					
7. CHECK FOR APPROVED CONTENT LISTING LABELS/FORMS					
7a. Which of the following is being used:					
Large: 36-26981-02 or EN-03559-03					
Medium: 36-26981-03 or EN-03562-03					
Small: 36-26981-01 or EN-03573-03					
Combo BCL: 36-26391-01					
7b. Is the label placed as shown?					
8. TRANSPARENT WATER-RESISTANT ENVELOPE					
8a. Is there a pink copy of the CL in the envelope? (Do not ship yellow copy.)					
8b. If this is a "Built to Order" system, is there a copy of XCON/Configuration sheet placed in the transparent envelope?					
8c. Is the envelope in the location specified?					

SECTION B: CHECKLIST FOR HARDWARE ORDERS ONLY**For Use in measuring Digital to Digital Stockroom to Stockroom/Remote Distribution Center/Consolidation Center Shipments**

Section B of the Assessment Checklist is a tool for Manufacturing/Distribution plants to use in determining product/process conformance to DEC STD 178-8.

Section B Assessment Checklist focuses on measuring the product as a finished good prior to shipment to another Digital facility, whether that facility is another Digital stockroom or a consolidation center.

NOTE

Certain criteria may not apply to the particular product/process being audited. In this case write "N/A" in the first column.

SECTION B: For Measuring DEC-to-DEC Stockroom-to-Stockroom/Remote Distribution Center/
Consolidation Center Shipments

Auditor's Name:_____

Date of Audit:_____

Customer DEC # (if applicable):_____

Auditor's Badge #:_____

Control # (Page or Transfer Sheet No.):_____

Source Site(s):_____

Describe the product container being audited:_____

List sourceable/saleable part number):_____

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
9. INTERPLANT SHIP-TO LABEL USED FOR STOCKROOM TO STOCKROOM TRANSFERS OR CONSOLIDATED SHIPMENTS					
9a. Are the following fields filled out for a DEC No. shipment?					
Ship-from Address					
Ship-to Address					
DEC No.					
Control No.					
Piece____of____					
9b. Are the following fields filled out for a Stockroom to Stockroom shipment?					
Ship-from Address					
Receiving Stockroom					
Transfer Sheet No.					
Piece____of____					
10. CHECK FOR APPROVED INTERPLANT SHIP-TO LABEL					
10a. Which of the following is being used?					
"Pre-printed = 36-22294-01"					
"Blank = 36-22294-01"					
10b. Is the label placed as shown?					
11. EXTRA LABELS, MARKINGS, AND DOCUMENTS					
11a. Are the following labels on the box?					
Interplant Ship-To (1 per box)					
Bar Code Labels (1 or 2 per box)					
Content Listing (white: 1 per box)					
Handling Symbols, Trademarks					

SECTION B: For Measuring DEC-to-DEC Stockroom-to-Stockroom/Remote Distribution Center/
Consolidation Center Shipments [continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
11b. Is the transparent W-R Envelope with the following documents inside affixed to the outside of the container? Content Listing (pink: 1 per box)					
SYSTEM XCON/Configuration Sheet					
SYSTEM ONLY Feedback Form					
Customer ONLY Waiver					
11c. THE FOLLOWING FORMS SHOULD NOT BE SHIPPED. Are any of the following being shipped? Content List (yellow)					
ECO Status Sheet					
Non-System Feedback Form					
Non-Customer Waiver Form					
BTA documents					
SA documents					
11d. Is this a stockroom to stockroom shipment? (If yes, do NOT consolidate all paperwork from all boxes into one envelope if shipping to another STOCKROOM.)					
Is this a DEC number shipment vs. stockroom? (If yes, DO consolidate all all paperwork from all boxes into a single Transparent W.R. Envelope prior to shipping the products to CONSOLIDATION or MERGE DISTRIBUTION FACILITY.)					
Have all empty Transparent W-R envelopes been removed? (Cut off front pouch ONLY)					
12. APPLICABLE INTERPLANT SHIPMENTS					
12a. Is an interplant BOL used for applicable interplant shipments?					
12b. Is a "Carrier Manifest" used when shipping via DEC Fleet or when using a Padded Van for interplant transport?					

SECTION C: A CHECKLIST FOR HARDWARE ORDERS ONLY**For Use Within Customer Direct Shipment or Subsidiary Shipments**

Section C of the Assessment Checklist is a tool for Manufacturing/Distribution plants to use in determining product/process conformance to the DEC STD 178-8.

Section C Assessment Checklist focuses on measuring the products incoming from source site supplier plants, preparing the consolidated product order for customer shipment, and final customer paperwork generation prior to actual shipment to the final customer.

NOTE

Certain criteria may not apply to the particular product/process being audited. In this case write "N/A" in the first column.

SECTION C: FOR CUSTOMER DIRECT SHIPMENT OR SUBSIDIARY SHIPMENTS

Date of Audit: _____

Auditor's Name: _____

Auditor's Badge Number: _____

Customer DEC Number: _____

Source Site(s): _____

Control Number

(Page or PBA, Unique Ship ID Number): _____

Total Number of Pieces Shipped: _____

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
13. RECEIVING FINISHED GOODS FROM THE PRODUCTION FLOOR / INTERNAL PLANT WAREHOUSE / SOURCE SITE SUPPLIER PLANT (SS)					
13a. If the order is being received by a Consolidation Center, has SS consolidated their paperwork into one Transparent W-R Envelope for all containers vs. per box?					
If the order is being received by a Subsidiary, has the Consolidation Center or Source Site consolidated their paperwork into one Customer Envelope for all containers?					
13b. Has the SS removed all extra Labels markings, and extra Envelopes pouches					
13c. Are all required labels in their proper locations per box graphics?					
14. FINAL CUSTOMER SHIP-TO LABEL					
14a. Is there 1 label per box and 2 extra labels?					
14b. Are the Final Ship-To labels placed over the Interplant Ship-To labels?					
14c. Is label "1 of total" placed on the box which will contain the Customer Envelope and international "i" symbol					
14d. Is 1 extra copy on the Customer Envelope? (The other extra copy is for internal Record Retention requirements, DO NOT SHIP. . . Goes in 101 Envelope at SS).					
14e. Are the following fields filled out?					
Ship-From Address					
Ship-To Address					
Customer Order Number					
DEC Number					
Product Delivery Number					
Piece__of__					
14f. Is the Final Ship To label being used?					

SECTION C: For "CUSTOMER DIRECT SHIPMENT OR SUBSIDIARY SHIPMENTS"

[continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
15. PRODUCT DELIVERY DOCUMENT					
15a. Are the following fields filled out:					
Ship-From Address?					
Assistance Call Phone Number?					
Date form was generated?					
Customer Order Number?					
DEC Number?					
Product Delivery Number?					
Ship-To Address?					
Invoice-To Address?					
15b. Line Items and sub-line items filled out?					
Model Numbers Shipped match the Content Listing					
Model Number descriptions match the Content Listing					
Serial/date/lotcode Numbers match Content Listing (no Tracking numbers?)					
Exceptions per waivable condition are included on the form					
Total number of pieces is correct					
Special Instructions are noted					
15b. Is the "S/W only Direct Ship = EN-01578-04" being used?					
16. CONSOLIDATE SS PAPERWORK FROM TRANSPARENT W-R ENVELOPES INTO CUSTOMER ENVELOPE					
16a. Does the Customer Envelope contain:					
Product Delivery Form (gold)?					
Content Listing Form (pink)?					
Customer Waiver?					

SECTION C: For "CUSTOMER DIRECT SHIPMENT OR SUBSIDIARY SHIPMENTS"

[continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
17. THE FOLLOWING FORMS SHOULD NOT BE SHIPPED:					
Are any of the following being shipped?					
Content Listing Form (yellow)					
ECO Status Sheets					
OPTION or Other Feedback Forms					
Other waiver forms (non-Customer)					
BTA (Build Transfer Auth.) document					
SA (Ship Authorization) document					
17a. Is the pink copy of the Product Delivery Document in the transparent envelope (box 1 of total)? (Same box Customer Envelope goes inside)					
17b. Is there a Final Shipping Label on the Customer Envelope?					
17c. Is the Customer Envelope inside the box with the Transparent Envelope on the outside (box 1 of total)?					
17d. Is the "i" symbol on the box above with Customer Envelope (box 1 of total)?					
Is there a second "i" symbol on the Transparent W-R Envelope with the pink copy of Product Delivery Document inside?					
17e. Is the Final Shipping Label on the same box as above box (box 1 of total)?					
17f. Do all other boxes have Final Shipping Labels covering Interplant?					
18. STRAIGHT BILL OF LADING (BOL)					
18a. Is the Carrier using their own BOL?					
Is a Digital Straight BOL used?					

SECTION C: For CUSTOMER DIRECT SHIPMENT OR SUBSIDIARY SHIPMENTS [continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
18b. Is the Manual form (EN-01593-04) being used?					
Is the Computer Generated form (EN-01594-04) being used?					
18c. Are the following fields on any form of a BOL filled out?					
Bill of Lading Number?					
Customer Order Number?					
Shipper Reference Number?					
Origin Location?					
Destination Location?					
Ship Date?					
Required Delivery Date?					
Transportation Terms?					
Delivery Carrier?					
Carrier Number?					
Shipper (DEC) address?					
Deliver To (Customer) address?					
Special Instructions?					
Number of Pieces (itemized)?					
Weight (itemized)?					
Total Number of Pieces (total)?					
No. of Skids (total)?					
Total Weight (total)?					
19. CARRIER MANIFEST (CF)					
19a. Is the Manual form (EN-01515-04) being used?					
Is the Computer Generated form (EN-01505-04) being used?					

SSB (SOFTWARE) VERSION OF THE CHECKLIST

SECTION A: SOFTWARE CHECKLIST

For Use Within Product Manufacturing and Packaging Processes

SECTION A of the Assessment Checklist is a tool for Software Manufacturing/Distribution plants to use in determining product/process conformance to DEC STD 178-8.

SECTION A Assessment Checklist focuses on measuring the product and loose piece accessories (if applicable) against the software bill of materials (BOM) Content Listing and other relevant product requirements.

NOTE

Certain criteria may not apply to the particular product/process being audited. In this case, write "N/A" in the first column.

SECTION A: For use Within Product Manufacturing and Packaging Processes

Auditor's Name: _____ Date of Audit: _____

Customer DEC No. (if applicable): _____ Auditor's Badge #: _____

Control No. (Page No. or Transfer Sheet No.): _____ Source Site(s): _____

Describe the product container being audited: _____

List sourceable/saleable part number: _____

Check the product and contents against the product Bill of Materials (BOM) for accuracy.

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
1. OPEN THE BOX, CHECK THE PRODUCT(S)					
1a. Are the part numbers on Products (2-5-2)?					
1b. Are the Rev. levels on Products (.4)?					
1c. Are the Versions on actual Products?					
1d. Are Bar Code Labels (BCL) used?					
1e. Is the sequence: part number, rev, serial number?					
2. CONTENTS OF BOX VS. BAR CODE LABEL					
2a. Is there only 1 Sourceable Part No loose pieces included with product (only one physical piece/part in box)?					
2b. If yes, does part, rev., serial number on product match box BCL?					
3. BOX VS. BAR CODE LABEL					
3a. Is box greater than 1 cubic ft.?					
If yes, are 2 BCLs included?					
If no, is 1 BCL included?					
3b. Is the tracking number the ONLY information printed? (No part number, revision/version is listed.)					
3c. Does the tracking number have a 2 letter site code, 3 digit date code, and 5 digits?					
3d. Is the BCL location(s) per graphic tick-marks?					
4. PRODUCT VS. SOFTWARE (BILL OF MATERIALS) CONTENT LISTING (S/W BOM CL)					
4a. Are the part numbers identical in the "Model No. Shipped" column on the BOM as on the Content Listing and Product Delivery Document?					
4b. Are the description and the version identical on the BOM as the description version on the Content Listing and Product Delivery Document?					
4c. Is a hyphen (-) in the Quantity column?					

SECTION A: For use Within Product Manufacturing and Packaging Processes

[continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
4d. Are there "Consists of" parts? (Sourceable option is not physically contained/touchable inside the box)					
4e. If sourceable option is physically contained, are there "Accessories"?					
4f. Are the part numbers indented under "Consists of" or "Accessories" per 2-5-2 requirements?					
4g. Are the description and version printed?					
4h. Are the quantities filled in?					
4i. Is "--- Last Item ---" printed after the last part number is listed?					
4j. Is "List___of___" filled in to match the number of CL forms on the box?					
4k. Is "Export Contents Summary" listed?					
5. MATCH ORDER TO CONTENT LIST (CL)					
5a. Are the line item numbers listed?					
5b. Do the "Model No.'s Shipped" match CL?					
5c. Are the product description and version in the "Description - Version" Column?					
5d. Is "List___of___" filled in to match the number of CL forms on the box?					
5e. If this is a GIA/EUR order are the L,W,H in mm, and the weight in Kg?					
6. CHECK FOR APPROVED CONTENT LISTING LABELS/FORMS					
6a. Is the EN-01578-05 form being used?					
6b. Is the label specified as shown?					
7. TRANSPARENT WATER-RESISTANT ENVELOPE					
7a. Is there a pink copy of the CL in the envelope?					
7b. Is envelope in the location specified?					

Section B: SSB (SOFTWARE) VERSION OF THE CHECKLIST**Section B is for Measuring "Digital to Digital Stockroom to Stockroom/REMOTE Distribution Center/Consolidation Center Shipments"**

Section B Assessment Checklist is a tool for Manufacturing/Distribution plants to use in determining product/process conformance to DEC STD 178-8.

Section B focuses on measuring the product as a finished good prior to shipment to another Digital facility, whether that facility is another Digital stockroom (that is, RDC) or a consolidation center.

NOTE

Certain criteria may not apply to the particular product/process being audited. In this case you should write "N/A" in the first column.

SECTION B: For measuring Stockroom-to-Stockroom/Remote Distribution Center/Consolidation Center Shipments

Auditor's Name: _____

Date of Audit: _____

Customer DEC Number (if applicable): _____

Auditor's badge Number: _____

Control Number (page or transfer sheet number): _____

Source Site(s): _____

Describe the product container being audited (list sourceable/saleable part number) _____

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
9. INTERPLANT SHIP-TO LABEL USED FOR STOCKROOM TO STOCKROOM TRANSFERS OR CONSOLIDATED SHIPMENTS					
9a. Are the following fields filled out for a DEC Number shipment?					
Ship-From Address					
Ship-to Address					
DEC Number					
Control Number					
Piece__of__					
9b. Are the following fields filled out for a Stockroom to Stockroom shipment?					
Ship-From Address					
Receiving Stockroom					
Transfer Sheet Number					
Piece__of__					
10. CHECK FOR APPROVED INTERPLANT SHIP-TO LABEL					
10a. Is the En-?? label being used?					
10b. Is the label placed as specified per the graphics tick-mark location?					
11. CHECK FOR EXTRA LABELS, MARKINGS, AND DOCUMENTS					
11a. Are the following labels/documents on the box within the transparent envelope?					
Interplant Ship-To (1 per box)					
Bar Code Labels (1 or 2 per box)					
Content Listing (white: 1 per box)					
Handling Symbols, Trademarks					
11b. Transparent W-R Envelope with following documents inside:					
Content Listing (pink: 1 per box)					
Customer ONLY Waiver					

SSB (SOFTWARE) version of the Checklist section B

[continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
11c. Are any of the following being shipped? Content List (yellow)					
Non-System Feedback Form					
Non-Customer Waiver Form					
BTA documents					
SA documents					
11d. Is this a stockroom to stockroom shipment? If yes, do NOT consolidate all paperwork from all boxes into one if shipping to another STOCKROOM					
11e. Is this a DEC # shipment vs. stockroom? If yes, DO consolidate all paperwork from all boxes into a single Transparent W-R Envelope prior to shipping the Products to CONSOLIDATION or MERGE DISTRIBUTION FACILITY					
11f. Have all empty Transparent W-R envelopes been removed? (cut off front pouch ONLY)					
12. Is an interplant BOL used for all applicable interplant shipments?					
12a. Is a Carrier Manifest used when shipping via DEC Fleet or when using a Padded Van for interplant transport?					

SECTION C SSB (SOFTWARE) VERSION OF THE CHECKLIST**For use Within Customer Direct Shipment or Subsidiary Shipments**

Section C of the Assessment Checklist is a tool for Manufacturing/Distribution plants to use in determining product/process conformance to DEC STD 178-8.

Section C Assessment Checklist focuses on measuring the products incoming from source site supplier plants, preparing the consolidated product order for customer shipment, and final customer paperwork generation prior to actual shipment to the final customer.

NOTE

Certain criteria may not apply to the particular product/process being audited. In this case you should write "N/A" in the "COMMENTS" column. Be sure that you are not overlooking a conformance issue.

SECTION C: FOR CUSTOMER DIRECT SHIPMENT OR SUBSIDIARY SHIPMENTS

Date: _____

Auditor's Name: _____

Auditor's Badge #: _____

Customer DEC #: _____

Source Site(s): _____

Control Number
(Page or SSB Unique Ship ID Number): _____

Total Number of Pieces Shipping: _____

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
13. RECEIVING FINISHED GOODS FROM THE PRODUCTION FLOOR/INTERNAL PLANT WAREHOUSE/SOURCE SITE SUPPLIER PLANT (SS)					
13a. Has SS consolidated the paperwork into one Transparent Water-Resistant (W-R) Envelope per shipment vs. per box?					
13b. Has the SS removed all extra labels markings, and extra envelopes pouches?					
13c. Are all required labels in the proper locations per box graphics?					
14. FINAL CUSTOMER SHIP-TO LABEL					
14a. Is there 1 label per box and 2 extra labels?					
14b. Are the "Final Ship-To" labels placed over the "Interplant Ship-To" labels?					
14c. Is label "1 of total" placed on the box which will contain the Customer Envelope and international "i" symbol?					
14d. Is 1 extra copy on the Customer envelope? (The other extra copy is for internal Records Retention requirements.)					
14e. Are the following fields filled out?					
Ship-From Address					
Ship-To Address					
Customer Order Number					
DEC Number					
Product Delivery Number					
Piece____of____					
14f. Is the EN-05290-05 label being used?					

SECTION C: For CUSTOMER DIRECT SHIPMENT OR SUBSIDIARY SHIPMENTS

[continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
15. PRODUCT DELIVERY DOCUMENT					
15a. Are the following fields filled out?					
Ship-From Address					
Assistance Call Phone Number					
Date form was generated					
Customer Order Number					
DEC Number					
Product Delivery Number					
Ship-To Address					
Invoice-To Address					
Line Item and Subline Item numbers					
Model Numbers Shipped match the Content Listing					
Model Number Descriptions match the Content Listing					
Serial/date/lotcode Numbers match the Content Listing (no tracking numbers)					
Exceptions per waivable condition are included on the form					
Total Number of Pieces is correct					
Special Instructions are noted					
15b. Do the line items and the subline items match on the "Model Numbers Shipped" and the Content Listing Document?					
15c. Are "Pre-Installed Parts" followed by an asterisk (*) ?					
15d. Is the "*" = Pre-Installed Part" flag in the description column?					
15e. Do the Serial/date/lot code numbers match the Content Listing?					
15f. Are the Exceptions per waivable conditions included on the form?					
15g. Are the "Total Numbers of Pieces" correct?					
15h. Are special instructions noted?					
15i. Are the following being used?					
H/W and S/W Consolidation					
H/W only Direct Ship (EN-03606-03)					
S/W only Direct Ship (EN-01578-04)					

SECTION C: For Customer Direct Shipment or Subsidiary Shipments [continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
16. CONSOLIDATE SS PAPERWORK FROM TRANSPARENT WATER RESISTANT (W-R) ENVELOPES INTO CUSTOMER ENVELOPE.					
16a. Does the Customer Envelope contain:					
Product Delivery Form (gold)					
Content Listing Form (pink)					
SYSTEM Feedback Form only					
Customer Waiver (when needed)					
16b. THE FOLLOWING FORMS SHOULD NOT BE SHIPPED.					
Are any of the following being shipped?					
Content Listing Form (yellow)					
OPTION or Other Feedback Forms					
Other waiver forms (non-Customer)					
BTA (Build Transfer Auth.) document					
SA (Ship Authorization) document					
16c. Is the pink copy of the Product Delivery Document in the transparent envelope (Box 1 of total)					
16d. Is there a "Final Shipping Label" on the Customer Envelope?					
16e. Is the "Customer Envelope" inside the box with the Transparent Envelope on the outside (box 1 of total)?					
16f. Is the "i" symbol on the box with the Customer Envelope (box 1 of total)?					
Is there a second "i" symbol on the Transparent W-R Envelope with pink copy of Product Delivery Document inside?					
Is the "Final Shipping Label" on the same box as above (box 1 of total)?					
Do all other boxes have "Final Shipping Labels" covering Interplant?					

SECTION C: For Customer Direct Shipment or Subsidiary Shipments

[continued]

	YES	NO	PART NO.	REV.	SERIAL/DATE/LOT CODE
17. STRAIGHT BILL OF LADING (BOL)					
17a. Is the Carrier using their own BOL?					
17b. Is a DEC Straight BOL used?					
17c. Is the Manual form (EN-01593-04) being used?					
Is the Computer Generated form (EN-01594-04) being used?					
17d. Are the following fields filled out no matter whether a Carrier's BOL or a DEC Straight BOL is used?					
Bill of Lading Number					
Customer Order Number					
Shipper Reference Number					
Origin Location					
Destination Location					
Ship Date					
Required Delivery Date					
Transportation Terms					
Delivery Carrier					
Carrier Number					
Shipper (DEC) address					
Deliver To (Customer) address					
Special Instructions					
Number of Pieces (itemized)					
Weight (itemized)					
Total Number of Pieces (total)					
No. of Skids (total)					
Total Weight (total)					
18. CARRIER MANIFEST					
18a. Is the Manual form (EN-01593-04) being used?					
Is the Computer Generated form (EN-01594-04) being used?					

APPENDIX C REFERENCED DOCUMENTS

C.1 EL-Class Digital Documents

EL-Class Number	Document Title
EL-00012-00	<i>DEC STD 012-0 Part Identification Standard</i>
EL-00015-00	<i>DEC STD 015-0 Abbreviations and Units of Measurement</i>
EL-00047-00	<i>DEC STD 047-0 Bar Code Symbolology Criteria</i>
EL-00047-01	<i>DEC STD 047-1 Bar Code: Product and Shipping Carton/Container Labelling</i>
EL-00066-02	<i>DEC STD 066-2 Waivers to Digital Design Standards</i>
EL-00068-00	<i>DEC STD 068-0 Policy for Documentation of Revision Levels of Units and Combinations of Units</i>
EL-00101-00	<i>DEC STD 101-0 Manufacturing Operations Plan for Assembly, Inspection, and Test: Policy and Requirements</i>
EL-00131-00	<i>DEC STD 131-0 Traceability Policy</i>
EL-00178-03	<i>DEC STD 178-3 Digital Marking Requirements for Completed Products Intended to Be Sold</i>
EL-00178-04	<i>DEC STD 178-4 Shipping Container Marking Requirements for Finished Goods</i>
EL-00178-05	<i>DEC STD 178-5 Marking Symbolology</i>
EL-CP534-00	<i>Hazardous Materials/Dangerous Goods Policies and Procedures Manual</i>
EL-MF005-00	<i>Manufacturing Waiver Policy</i>
EL-MF536-00	<i>XCON Product Information Requirements</i>

Use VTX SMC to order copies of EL-class documents from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

C.2 Other Digital Documents

Document Number	Document Title
DMT-UG-2PO	<i>Domestic Material Tracking Users Guide</i>

C.3 Ordering Information

The following is the source for the document not available from Standards and Methods Control.

- U.S. Customer Distribution

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